

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 July 27th, 2020 – 4 PM**<<<

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: 126-245-3825; PW: 1234

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: Beaty
 - June 17th, 2020 Board meeting
4. Privilege of the floor Beaty
5. New Business Beaty
 - a. Resolution 270 – Consolidation of November 3rd Election Costs
6. Old Business Beaty
 - a. DA Succession / Recruitment: update
7. Reports: Tilles
Caley
Tilles/Caley
Bower/André
Tittle
 - a. RCMS update
 - b. RCMS Urgent Care data collection - new
 - c. Finance: YTD
 - i. Ambulance revenue – Wittman YTD
 - ii. Expenses
 - iii. New ambulance proposal
 - d. Communication Committee
 - i. Branding
 - ii. Ambulance services animated video
 - e. MHA update
8. DA / Ops report Caley
 - a. Ambulance run data
 - b. Proposed modification(s) to ambulance data collection
 - c. DA / Ops Summary Report – read in advance and will have Q & A
9. Closed Session: Final performance review of the District Administrator (§ 54957).
10. Return from Closed Session
11. **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:
Aug 24th, 2020 – consider changing date
Sep 28th, 2020
Oct 26th, 2020
12. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
4:00 PM, June 17th, 2020 Meeting

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

Call to Order: President Beaty called the meeting to order at 4:01 PM at the Bill Platt Training Room. Present were Directors: Paterson, Bower, Schwartz, Tilles, Tittle and André. Also present: District Administrator (DA) David Caley, Ops Manager Evan Dilks, Bookkeeper Clara Frost, Paramedic Chris Ottolini, Community members Rich Hughes and Linda Bell.

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

Approval of Minutes: Director Tittle moved to approve the minutes as written for the May 20th, 2020 BOD meeting minutes; May 27th, 2020 BOD Closed Session meeting minutes (refining hiring parameters for the next DA); and June 8th, 2020 BOD Closed Session meeting minutes (meeting with the recruiter hired for the DA search) and was seconded by Director André. All ayes.

Privilege of the Floor – Director Tittle reported the Matter of Balance class received excellent feedback.

New Business:

- a. Review of Board Goals – Agreements were made on where to focus efforts and what to hand off to DA.
- b. Rotation of BOD on CLSD Billing Sub-Committee: A suggestion was made for board members to rotate on and off of the billing sub-committee with the purpose of allowing all Directors to more fully grasp the financial challenges some community members face for ambulance services received.

Old Business:

- a. Draft: FY21 Urgent Care Budget – reviewed a second time
- b. Preliminary review of the CLSD FY21 Budget – no changes since last month's presentation
- c. Resolution 265 – Adoption of the Preliminary FY21 Budget – ACTION
Director Schwartz made the motion to adopt the budget seconded by Director Beaty. Role call vote: André-aye, Beaty-aye, Bower-aye, Paterson-aye, Schwartz-aye, Tilles-aye, Tittle-aye – PASSED
- d. Resolution 266 – Adoption of the FY21 Ambulance Rates – ACTION
Director Beaty made the motion to adopt the budget seconded by Director Schwartz. Role call vote: André-aye, Beaty-aye, Bower-aye, Paterson-aye, Schwartz-aye, Tilles-aye, Tittle-aye – PASSED
- e. Resolution 267 – Adoption of the FY21 Tax Rates – ACTION
Director Schwartz made the motion to adopt the budget seconded by Director Beaty. Role call vote: André-aye, Beaty-aye, Bower-aye, Paterson-aye, Schwartz-aye, Tilles-aye, Tittle-aye – PASSED
- f. Resolution 268 – Adoption of the FY21 Prop 4 Appropriations Limit – ACTION
Director Beaty made the motion to adopt the budget seconded by Director Schwartz. Role call vote: André-aye, Beaty-aye, Bower-aye, Paterson-aye, Schwartz-aye, Tilles-aye, Tittle-aye – PASSED
- g. Covid-19 implications on CLSD & District EMS/Fire Agencies – General discussion of the challenges agencies keeping ample PPE inventories, scene management, logistics, etc. in the field.
- h. DA Succession / Recruitment update: The first interviews are scheduled for next Monday to narrow to 2-3 candidates.

Reports:

- a. RCMS update: RCMS is the beneficiary of ~\$1.6 million in CARES funds as Federally Qualified Health Center, cash flow challenges continue with fewer patient visits leary of entering health facilities – as all health care services are similarly impacted. CEO Chakrabati is working diligently with the RCMS BOD and their FC to have a fluid budgeting process based on actual patient visits rather than projections.

- b. Finance: YTD
 - i. Ambulance Revenue – Wittman YTD: Net payments for May 2020 was \$71,519 with A/R of \$432,943. May had 44 billable incidents with 31 transports. Cumulative totals are 598 billable incidents with 464 transports. The \$320k revenue over budget is not yet reflective of actual expenses that will be incurred before the year end and will be adjusted downward.
 - ii. Expenses – Remain within budget.
- c. Communication Committee: Discussions to begin soon on re-branding of CLSD to more appropriate reflection of services provided to the community.
- d. MHA update: MHA was not one of the recipients of the Federal Fall Prevention Grant. MHA received a high score on their submission but were not awarded funds due to the relatively small number of individuals that would receive services compared to other submissions.

DA / Ops report:

- a. Ambulance Run data with new 2nd out paramedic program data: Tracking not currently relevant and will change for the next FY.
- b. DA / OPS Summary Report – Q&A provided as necessary
- c. Five Board Incumbants are up for reelection in the November General Election. Dates reviewed for appropriate filing. All incumbants plan to run again.

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

- July 27th
- August 24th
- September 28th

Adjournment: Director Tilles motioned to adjourn at 5:36 PM seconded by Director Tittle. All ayes.

Minutes Approved:

(Date)

RESOLUTION NO. 270

DATED: July 27, 2020

RESOLUTION OF THE BOARD OF DIRECTORS OF THE COAST LIFE SUPPORT
DISTRICT, COUNTY OF SONOMA, STATE OF CALIFORNIA, ORDERING
AN ELECTION TO
BE HELD AND REQUESTING CONSOLIDATION

WITH THE NOVEMBER 3, 2020,
CONSOLIDATED DISTRICT ELECTION

WHEREAS, an election will be held on NOVEMBER 3, 2020, in the COAST LIFE SUPPORT
DISTRICT for the purpose of electing

District Directors to fill one position that will expire in 2022 and four positions that will expire in 2024;

BE IT RESOLVED THAT, the District Directors of said district hereby request consolidation with any
election that may be held on the same day, in the same tenitory or in territory that is in part the same.

THE FOREGOING RESOLUTION was introduced by Director Beaty who moved for its adoption, seconded by
Director Schwartz and then adopted on roll call by the following vote:

Directors:	Carolyn André	Aye	No	Abstain	Absent
	Geoffrey Beaty	Aye	No	Abstain	Absent
	Julie Bower	Aye	No	Abstain	Absent
	Annan Paterson	Aye	No	Abstain	Absent
	Naomi Schwartz	Aye	No	Abstain	Absent
	Michael Tilles	Aye	No	Abstain	Absent
	Leslie Tittle	Aye	No	Abstain	Absent
		Ayes:	Noes:	Abstain:	Absent:

AYES _ _ _ _ NOES _ _ _ _ ABSTAIN _ _ _ _ ABSENT _ _ _ _

WHEREUPON, the Chairperson declared the foregoing resolution adopted and SO ORDERED

District Administrator/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
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
APR '20	46	\$ 179,336	\$ 61,654	\$ 36,685	\$ 9,182	\$ 71,815	\$ 42,942	\$ 848	\$ 42,094	\$ -	\$ -	\$ -	\$ 446,772
MAY '20	44	\$ 178,031	\$ 89,447	\$ 30,422	\$ 778	\$ 57,384	\$ 71,715	\$ 196	\$ 71,519	\$ -	\$ -	\$ 306	\$ 432,943
JUNE '20	41	\$ 143,060	\$ 61,140	\$ 25,637	\$ 11,898	\$ 44,385	\$ 80,126	\$ -	\$ 80,126	\$ -	\$ 8,269	\$ -	\$ 388,932

<i>JUNE '19</i>	<i>69</i>	<i>\$ 245,187</i>	<i>\$ 127,965</i>	<i>\$ 28,276</i>	<i>\$ 5,326</i>	<i>\$ 83,620</i>	<i>\$ 49,795</i>	<i>\$ -</i>	<i>\$ 49,795</i>	<i>\$ 16,416</i>	<i>\$ 800</i>	<i>\$ 62</i>	<i>\$ 437,528</i>
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FY To Date	653	\$ 2,560,135	\$ 1,191,291	\$ 466,050	\$ 66,708	\$ 836,086	\$ 834,855	\$ 4,445	\$ 830,410	\$ 31,187	\$ 31,411	\$ 8,327
Last 12 Months	653	\$ 2,560,135	\$ 1,191,291	\$ 466,050	\$ 66,708	\$ 836,086	\$ 834,855	\$ 4,445	\$ 830,410	\$ 31,187	\$ 31,411	\$ 8,327

Monthly Average FY To Date	54	\$ 213,345	\$ 99,274	\$ 38,838	\$ 5,559	\$ 69,674	\$ 69,571	\$ 370	\$ 69,201	\$ 2,599	\$ 2,618	\$ 694
Monthly Average Last 12 Months	54	\$ 213,345	\$ 99,274	\$ 38,838	\$ 5,559	\$ 69,674	\$ 69,571	\$ 370	\$ 69,201	\$ 2,599	\$ 2,618	\$ 694

AGING							
Month	Current	31-60	61-90	91-120	121-180	180+	Balance
JUN	\$ 68,739	\$ 31,780	\$ 36,831	\$ 51,120	\$ 42,342	\$ 158,121	\$ 388,932

Coast Life Support District

Profit & Loss Budget Overview FY19

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · CLSD Special Taxes	1,877,602.94	1,813,460.00	64,142.94	103.5%
4100 · Interest Revenue	68.22	11,000.00	-10,931.78	0.6%
4200 · Ambulance Revenue	792,651.90	650,000.00	142,651.90	121.9% ¹
4400 · Miscellaneous Revenue	17,954.85	50,000.00	-32,045.15	35.9% ²
4410 · Intergovernmental Transport(IGT)	244,451.07	175,530.00	68,921.07	139.3% ³
4420 · Ground Emerg Med Transport	16,687.81	18,000.00	-1,312.19	92.7%
4421 · GEMT QAF Income	0.00	46,104.00	-46,104.00	0.0%
Total Income	2,949,416.79	2,764,094.00	185,322.79	106.7%
Gross Revenue	2,949,416.79	2,764,094.00	185,322.79	106.7%
Expense				
5000 · Wages and Benefits	1,500,623.60	1,461,925.00	38,698.60	102.6%
6000 · Ambulance Operations	179,571.91	163,671.00	15,900.91	109.7%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	249,062.84	205,400.00	43,662.84	121.3%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	825,310.96	825,315.00	-4.04	100.0%
8000 · Interest Expense	1,031.42	2,000.00	-968.58	51.6%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	93,664.00	93,664.00	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	2,849,264.73	2,751,975.00	97,289.73	103.5%
Net Ordinary Income	100,152.06	12,119.00	88,033.06	826.4%
Other Income/Expense				
Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	100,152.06	12,119.00	88,033.06	826.4%

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

2. In FY19 recieved Tourist Mitigation Funds. No such funds recieved in FY20

3. IGT Receivable: the amount receivable for IGT/transports as of 6/30/20

Coast Life Support District

Profit & Loss Budget Overview FY19

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	491,676.46	477,664.00	14,012.46	102.9%
4009 · Mendocino Urgent Care Tax	446,164.47	434,750.00	11,414.47	102.6%
4010 · Mendocino Ad Valorem Tax	109,469.48	105,750.00	3,719.48	103.5%
Total 4001 · Mendocino County Taxes	1,047,310.41	1,018,164.00	29,146.41	102.9%
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	390,026.25	375,144.00	14,882.25	104.0%
4029 · Sonoma Urgent Care Tax	412,166.28	392,052.00	20,114.28	105.1%
4030 · Sonoma County Special Tax	28,100.00	28,100.00	0.00	100.0%
Total 4002 · Sonoma County Taxes	830,292.53	795,296.00	34,996.53	104.4%
Total 4000 · CLSD Special Taxes	1,877,602.94	1,813,460.00	64,142.94	103.5%
4100 · Interest Revenue	68.22	11,000.00	-10,931.78	0.6%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	792,651.90	650,000.00	142,651.90	121.9%
Total 4200 · Ambulance Revenue	792,651.90	650,000.00	142,651.90	121.9%
4400 · Miscellaneous Revenue	17,954.85	50,000.00	-32,045.15	35.9%
4410 · Intergovernmental Transport(IGT)	244,451.07	175,530.00	68,921.07	139.3%
4420 · Ground Emerg Med Transport	16,687.81	18,000.00	-1,312.19	92.7%
4421 · GEMT QAF Income	0.00	46,104.00	-46,104.00	0.0%
Total Income	2,949,416.79	2,764,094.00	185,322.79	106.7%
Gross Revenue	2,949,416.79	2,764,094.00	185,322.79	106.7%
Expense				
5000 · Wages and Benefits				
5200 · Health Insurance	134,205.25	132,000.00	2,205.25	101.7%
5300 · Payroll Taxes Emplr Costs	37,492.26	39,586.00	-2,093.74	94.7%
5350 · PERS Employer Costs	149,148.24	158,240.00	-9,091.76	94.3%
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-25,315.00	-25,315.00	0.00	100.0%
5405 · Administration Salaries - Other	296,529.35	257,031.00	39,498.35	115.4%
Total 5405 · Administration Salaries	271,214.35	231,716.00	39,498.35	117.0%
5410 · Ambulance Operations Wages	810,217.06	801,212.00	9,005.06	101.1%
5430 · Extra Duty/Stipend Pay/DA	48,522.82	44,596.00	3,926.82	108.8%
5500 · Work Comp Insurance	49,823.62	54,575.00	-4,751.38	91.3%
Total 5000 · Wages and Benefits	1,500,623.60	1,461,925.00	38,698.60	102.6%
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	37,800.00	37,800.00	0.00	100.0%
6040 · Dispatch Services	24,101.43	21,871.00	2,230.43	110.2%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	4,449.44	3,500.00	949.44	127.1%
6101 · Facility Repair & Maintenance	15,574.90	7,500.00	8,074.90	207.7%
6102 · Facility Furniture	286.99	0.00	286.99	100.0%
6110 · Supps, Rental, Clean. etc	8,613.82	7,500.00	1,113.82	114.9%
6210 · Veh. Repair & Maintenance	19,116.87	22,500.00	-3,383.13	85.0%
6240 · Vehicle Fuel	20,505.29	25,000.00	-4,494.71	82.0%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	750.00	0.00	750.00	100.0%
6410 · Radios & Comm Equip - Other	2,439.26	3,000.00	-560.74	81.3%
Total 6410 · Radios & Comm Equip	3,189.26	3,000.00	189.26	106.3%

Coast Life Support District

Profit & Loss Budget Overview FY19

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
6510 · Medical Supplies & Equip	44,241.03	30,000.00	14,241.03	147.5% ⁶
Total 6100 · Station/Crew Expenses	115,977.60	99,000.00	16,977.60	117.1%
6980 · Misc. Employee Train. Exps	1,692.88	5,000.00	-3,307.12	33.9%
Total 6000 · Ambulance Operations	179,571.91	163,671.00	15,900.91	109.7%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration				
6180 · Utilities	14,836.68	13,000.00	1,836.68	114.1%
6188 · Telephone	6,294.81	6,500.00	-205.19	96.8%
6300 · Insurance	12,992.25	17,300.00	-4,307.75	75.1%
6713 · Ambulance Billing	48,004.76	39,000.00	9,004.76	123.1% ⁷
6714 · GEMT QAF Expense	24,512.26	0.00	24,512.26	100.0%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	2,218.80	2,500.00	-281.20	88.8%
6718.2 · Computer Equipment	2,014.96	2,000.00	14.96	100.7%
6718.3 · Software	4,908.38	3,000.00	1,908.38	163.6%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
Total 6718 · Office Supp/Equip/Software	9,142.14	7,500.00	1,642.14	121.9%
6720 · Board Expenses	2,832.81	2,500.00	332.81	113.3%
6730 · Consultants				
6731 · Administration	26,752.00 ⁸			
6734 · IT	5,689.41	7,000.00	-1,310.59	81.3%
6735 · EMS Survey	3,112.20	3,000.00	112.20	103.7%
6737 · Financial/Bookkeeping	2,404.36	3,000.00	-595.64	80.1%
6738 · Legal	8,763.00	5,000.00	3,763.00	175.3% ⁹
6739 · Policy Development	0.00	4,800.00	-4,800.00	0.0%
6740 · Audit	9,400.00	9,100.00	300.00	103.3%
6741 · Tax Administration - NBS	11,400.35	11,000.00	400.35	103.6%
Total 6730 · Consultants	67,521.32	42,900.00	24,621.32	157.4%
6742 · Bank/Merchant Fees	1,536.03	1,200.00	336.03	128.0%
6755 · Property Tax Admin	18,386.11	17,500.00	886.11	105.1%
6760 · Education/Professional Dev	2,744.72	1,000.00	1,744.72	274.5%
6765 · Election Costs/Reserve	14,064.39	25,000.00	-10,935.61	56.3% ¹⁰
6770 · Dues, Subscrip, Membership	12,026.03	12,000.00	26.03	100.2%
6788 · Printing & Reproduction	2,943.84	6,000.00	-3,056.16	49.1%
6795 · Travel/Transportation	2,890.52	4,000.00	-1,109.48	72.3%
6970 · Community Dev/Training	8,334.17	10,000.00	-1,665.83	83.3%
Total 6700 · Overhead/Administration	249,062.84	205,400.00	43,662.84	121.3%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care				
7011 · Admin Salaries-Alloc to UC	25,315.00	25,315.00	0.00	100.0%
7050 · UC Contract	799,995.96	800,000.00	-4.04	100.0%
Total 7000 · Urgent Care	825,310.96	825,315.00	-4.04	100.0%
8000 · Interest Expense				
8005 · EMS Interest Expense	0.00	0.00	0.00	0.0%
8000 · Interest Expense - Other	1,031.42	2,000.00	-968.58	51.6%
Total 8000 · Interest Expense	1,031.42	2,000.00	-968.58	51.6%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	93,664.00	93,664.00	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	2,849,264.73	2,751,975.00	97,289.73	103.5%
Net Ordinary Income	100,152.06	12,119.00	88,033.06	826.4%
Other Income/Expense	0.00	0.00	0.00	0.0%

10:47 PM

07/10/20

Accrual Basis

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

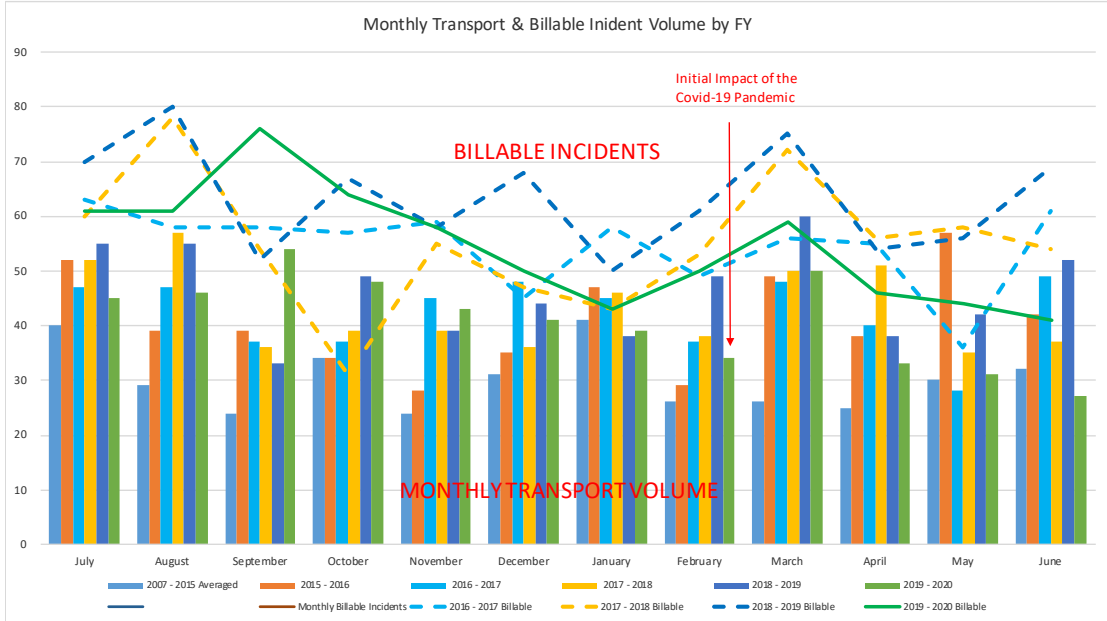
	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Income	<u>100,152.06</u>	<u>12,119.00</u>	<u>88,033.06</u>	<u>826.4%</u>

-
1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
.....
 2. FY19 recieved Tourist Mitigation Funds. No such funds recieved in FY20
.....
 3. IGT Receivable: the amount receivable for IGT/transport as of 6/30/20
.....
 4. 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.
.....
 5. 2020 Refresh of Crew quarters and facility
.....
 6. Higher volume of medical supplies needed than budgeted.
.....
 7. Billing based on 6% of net revenue
.....
 8. DA Retirement Replacement Search Retainer
.....
 9. Ballot Measure Development
.....
 10. Measure J
.....

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	33	31	27

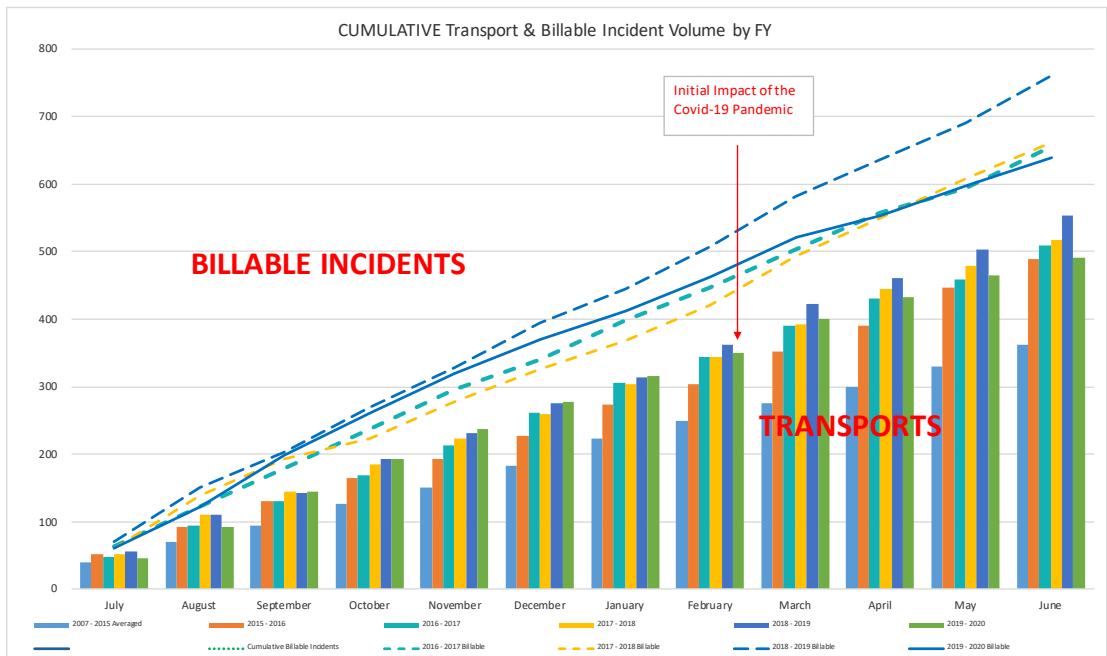
Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52	67	58	68	50	61	75	54	56	69
2019 - 2020 Billable	61	61	76	64	58	50	43	50	59	46	44	41



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	433	464	491

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	554	598	639





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-Jun	47	67	42	38	27	29	0	0	0	1	0	0	27	30	5	7	5	15	15	8	0	0	0	0	7	7	0	7
20-May	67	87	38	58	29	41	0	1	1	1	0	0	30	42	7	5	15	19	8	14	0	4	0	0	7	10	1	0
20-Apr	65	78	44	53	31	31	0	1	2	7	0	1	33	38	4	5	10	20	11	15	1	1	0	2	6	8	2	3
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
	870	1070	629	715	464	433	2	22	19	100	5	14	487	532	80	70	165	256	162	175	13	30	2	7	124	109	8	54
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRY RUN		T&R		TO RCMS				FROM RCMS			

CLSD RUN DATA for the PRECEEDING 12 MONTHS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

MONTH	DISTACHES		PTCARE		ALS		# DAY		# NIGHT		TOTAL		LANDING		DRY RUN		T&R		TO RCMS				FROM RCMS			
MOST CURRENT ON TOP	# OF INCIDENTS		PATIENT CARE RECORD		ADVANCED LIFE SUPPORT		900 to 2100		2100 to 900		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
20-Jun	47	67	42	38	27	29	36		11		27	30	5	7	5	15	15	8	0	0	0	0	7	7	0	7
20-May	67	87	38	58	29	41					30	42	7	5	15	19	8	14	0	4	0	0	7	10	1	0
20-Apr	65	78	44	53	31	31					33	38	4	5	10	20	11	15	1	1	0	2	6	8	2	3
20-Mar	73	108	61	79	47	49					49	60	6	8	10	27	10	17	3	7	0	0	14	10	0	8
20-Feb	69	82	47	63	30	35					34	49	1	6	16	20	16	13	1	4	0	1	11	10	0	6
20-Jan	64	71	49	47	38	27					39	38	6	4	14	17	11	9	1	2	0	1	8	5	0	7
19-Dec	67	100	51	62	36	29					40	44	4	4	7	29	11	18	1	2	0	1	10	10	0	6
19-Nov	71	89	55	54	42	31					43	39	8	4	18	20	12	16	1	1	0	1	13	5	1	1
19-Oct	84	99	54	64	47	38					48	49	7	10	17	19	16	15	2	1	1	1	11	15	0	6
19-Sep	94	74	66	54	51	30					54	33	12	6	20	18	23	17	0	1	1	0	13	8	1	1
19-Aug	85	110	61	73	41	46					45	55	11	6	22	26	13	18	1	3	0	0	13	14	3	4
19-Jul	84	105	61	70	45	47					45	55	9	5	11	26	16	15	2	4	0	0	11	7	0	5
	870	1070	629	715	464	433	36	0	11	0	487	532	80	70	165	256	162	175	13	30	2	7	124	109	8	54
	DISTACHES		PT CARE		ALS		# DAY		# NIGHT		T. TRANSPORTS		LZ		DRY RUN		T&R		TO RCMS				FROM RCMS			

District Administrator and Operations Manager Report June 2020

District Administrator:

- Winter EMT Reboot: We have drafted a Safety Plan and have already been approval from CVEMSA to start up the EMT class again (see next three pages). Twelve of the 15 students want to complete the course. Arrangements for ED clinical rotations and ambulance ride-alongs are being coordinated with Adventist Health Hospitals. Students will have the option of participating in person or Distant Learning for the didactic portion of class. We expect to resume mid Aug and conclude by mid-Nov. Once we get through this class, we'll look into setting up the next EMR or Title 22 Public Safety Class.
- Initial interviews (via Zoom) for the next DA took place June 22nd followed by the narrowed field of candidates on July 20th in person. Candidates traveled with spouses to the District for several days of research and interviews to consider fit. A candidate has been selected and background/reference checks are in progress.
- No word yet on the Rural EMS Training Grant
- We have a \$253K treasury earning 1.07% due to mature the latter part of Aug, 2020.
- GEMT filing of cost report still in limbo
- GEMT-QAF is also continues to be delayed as the new add-on reimbursement rate has not yet been determined.
- The feedback sessions to provide Sonoma County ideas for inclusion in the upcoming Response For Proposals (RFP) process to award the Exclusive Operating Area (EOA) has finally concluded. The County will now write the RFP. It is our understanding that a draft version will be circulated and available for public comment prior to the official release. CLSD plans to collaborate with other Public EMS Providers to bid on the EOA. If awarded the contract, there is potential of an additional \$5M to \$8M annually that could be leveraged through IGT, GEMT, GEMT-QAF to bolster County EMS revenue.
- I just concluded two years as the REDCOM BOD Chair. The new District Administrator will be take a seat on the Board when hired. I was able to confirm that the Sonoma County Board of Supervisors will continue to provide TOT (Transient Occupancy Tax) revenue to cover dispatch fees at least until FY2024. This is significant when considering the drop in tourism related to Covid-19. Current topics being studied by the BOD is expanding 911-Dispatched Emergency Medical Services to Marin County and possible evolution of REDCOM Dispatch into a Command Center.
- Continue to listen in on the Sonoma and Mendocino County Emergency Operations Center C-19 calls each week. Cases are rising in all the surrounding counties.
- Continue to discuss surge planning with RCMS and local Fire Departments if C-19 ramps up.

Operations Manager:

Deployment / Staffing

- **July continues with 100% 24/7 dual paramedic coverage**
- Paramedic Dean Rising has announced his resignation / retirement effective August 28, 2020 and moving to Texas
- Performance reviews deadline extended to first week of August

Facility

- We are in maintenance mode with no major issues pending or anticipated.
- New Sanitizer hand pumps installed throughout station and training room.

Vehicles/Equipment / Supplies

- All in good running order. No major repairs or issues
- Bronwyn Golly is close to completion of the new ambulance specs and has a price quote for review.
- All 3 cardiac monitors were rotated and service is complete

Community events / Training

- Process on resuming EMT class has begun
- COVID 19 WEB EX meeting are active
- WEB EX is being expanded
- CREST is scheduled Via WEB EX.
- Most physical training continues on be on hold.



Safety Plan to Reconvene the CLSD Winter EMT Class Under Covid-19 Restrictions

Background: CLSD had 16 students enrolled in our Winter EMT during FY20. The first class session was 1/21/20 but coursework was suspended after 3/12/20 due to the Covid-19 pandemic.

Reconvening: CLSD has surveyed the students and 12 of the original group want to complete the coursework. This document lays out the plan to assure students, faculty, clinician, CLSD staff, patient, and guest lecturer safety. Students will follow guidelines determined for EMS Workers per the Mendocino County Health Officer and the plan vetted through Coastal Valleys Emergency Medical Services Agency. Students will wear masks at all times. All will adhere to appropriate screening; masking; physical distancing; use of mask(s) [surgical mask when physical distancing is possible, otherwise N-95] and face shields when physical distancing is not practical during skills training; sanitizing equipment; classroom tables; and frequently touched areas such as door knobs; etc. The CLSD Training room is 30 x 30 feet (plus bathroom, kitchenette, and storage room) and we've have determined room capacity at 13 or 14 while maintaining appropriate physical distancing. Covid-19 specific signage is in place throughout the facility refusing entry to symptomatic individuals, mandatory use of masks, and physical distancing. See attached 2020 EMT Class Schedule for coursework already completed and content still requiring instruction. For more plan detail, see below:

1. **Didactic class sessions:** Due to the unreliability of broadband in this rural part of the county or the lack of students access to the internet, lectures will be conducted in person with the option of Distant Learning. This will assure the room never has more students than able to keep at appropriate physical distances. Upon arrival to class sessions, students will:
 - a. Use hand sanitizer (multiple stations throughout facility) when first entering the training room and repeatedly while on campus
 - b. Screening: Students will take their temperatures and answer screening questions related to recent contact with Covid-19 positive patients, Persons Under Investigation, etc. Anyone with a temperature greater than 100 degrees will be refused entry. Any student who has a person living within their bubble that is mandated to home isolation or in quarantine will also mandate the student do the same.
 - c. Physical Distancing: Students will sit one person per six-foot table and will maintain physical distancing of at least six feet throughout the class session. Plexiglass partitions will separate students seated at tables. A plexiglass partition will also separate the instructor from students.

- d. Faculty and any additional training staff will maintain a distance of six feet at all times
 - e. Frequently touched items (tables, chairs, door knobs, etc.) will be wiped down with appropriate sanitizers prior to class meetings, during class, and immediately after each session concludes
 - f. Windows and doors will remain open when at all possible to improve air exchange in the room
 - g. Written exams will adhere to the same guidelines above
 - h. No eating will be allowed in the Training Room. Masks will be required at all times with the exception of drinking fluids
2. **Skills Training:** Students will be divided into multiple groups for skills training (maximum 4 per group) and use multiple locations at CLSD, such as the Training Room, Ambulance Bays, outdoor patio, etc.
- a. Use hand sanitizer (multiple stations) when first entering the training room and throughout time on campus
 - b. Screening: Same as 1.b
 - c. Students will wear a N-95 mask and complete face shield (from forehead to below chin) while learning skills when appropriate physical distancing is not practical. Training manikins will be utilized whenever possible as patients
 - d. Windows and doors will remain open when possible to improve air exchange in the room
 - e. Equipment, such as backboards, c-spine collars, traction devices, stethoscopes, BP cuffs, CPR dummies, etc., will be wiped with sanitizing cloths between each group training / handling of the equipment
 - f. Skills training sessions will meet fewer times/more hours each session to minimize contact
 - g. Scenario testing via Webex can be utilized to decrease time spent in the classroom and reinforce learning
3. **Clinical ED Rotations:** CLSD is partnering with Adventist Health Hospitals in Mendocino County to coordinate one 12-hour clinical experience.
- a. Per AH Hospital protocol: Students will be Covid-tested **X** hours/days prior to clinical rotation. They will be instructed not to knowingly have contact with a Covid-positive individual or Person Under Investigation (PUI) **X** days prior to clinical rotation. Any student residing within the same bubble who is in mandatory quarantine or home isolation will mandate cancelling the clinical rotation
 - b. Screening: On the day of the Clinical Rotation, students will take their temperatures and answer screening questions related to recent contacts with Covid-19 positive patients, PUI, etc.
 - c. Students will be trained in the use of PPE prior to arriving at the ED. Before either an ED clinical or ambulance ride-along, students will be Fit-Tested for the appropriate sized N95 mask. Students will wear appropriate PPE as instructed by ED staff

- d. Students will frequently use hand sanitizer or wash hands with soap and water throughout the clinical rotation
 - e. Students may also be trained to conduct Covid-19 PCR swab testing to enhance their clinical experience. Such training can be obtained by qualified staff at the Redwood Coast Medical Services Urgent Care
- 4. **Ambulance Ride-a-longs:** Students will either rotate through Mendocino Coast District Hospital Ambulance Services or Coast Life Support District.
 - a. Students will complete Covid-19 screening (take their temperatures and answer screening questions related to recent contact with Covid-19 positive patients, PUI, etc.) upon arrival at the ambulance service. Any student residing within the same bubble who is in mandatory quarantine or home isolation will mandate cancelling the clinical rotation
 - b. Students will wear appropriate masks (based on patient contact risk – e.g., N-95, surgical mask, etc.), as well as any additional PPE (e.g., face shield or gown as instructed by staff) and maintain appropriate physical distancing when feasible
 - c. Students will wear a minimum of a surgical mask returning from incidents while riding in the ambulance.
- 5. **Clinical Finals:** Students will rotate through various scenario testing stations dispersed throughout the CLSD campus (Training Room, Ambulance Bay, Headquarters, under canopies outside, etc.).
 - a. Students, proctors, and civilian volunteers will all complete Covid-19 screening upon arrival
 - b. Students, proctors, and civilian volunteers will all wear masks and face shields during the scenario testing while minimizing the number of people in one scenario and maintaining physical distancing when possible
 - c. Equipment will be sanitized between each rotation of students



The Sea Ranch Association

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The Sea Ranch, CA 95497-0016

Administration

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July 10, 2020

Coast Life Support District
PO Box 1056
Gualala, CA 95445

Good day –

As you may be aware, The Sea Ranch Association Board of Directors chose recipients for this year's Annual Awards at their April 2020 Executive Meeting. The Annual Awards are normally presented at the Annual Members Meeting in late May.

This year, because of shelter-in-place conditions, the Board made the formal presentation of awards at their June 27, 2020 Regular Session Meeting, which was conducted in a virtual venue. Board members announced each award and the certificate was shown on-screen for the benefit of the audience participating via interactive video conference.

On behalf of the Board of Directors and the Community Manager, I am very pleased to present to you the actual certificate which is enclosed.

This **Special Recognition Award** recognizes the **Covid-19 Responders** in our community who have been on the front lines and have worked so selflessly to provide essential services to The Sea Ranch and the broader Coastal Community during the shelter-in-place and associated public health orders.

Thank you, most sincerely. We have depended and continue to depend upon you, the essential members of our community, who provide such valuable support to your coastal neighbors.

On behalf of The Sea Ranch Association Board of Directors
and the Community Manager,

Lynn Bailey

Association Clerk and Recorder

Special Recognition Award

In recognition of the dedicated services you have provided to The Sea Ranch and the Larger Community, the Board of Directors hereby expresses its gratitude and deepest appreciation to:



**Covid-19 Responders
Coast Life Support District**



Board Chair

May 23, 2020

Date