

COAST LIFE SUPPORT DISTRICT

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

AGENDA REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS 38901 Ocean Drive, Gualala, CA 95445 – Bill Platt Training Room

>>> **Monday October 26th, 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: 126 424 7927;

PW: 1234

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: Beaty
 - September 28th, 2020 Board meeting
 - October 6th, 2020 Closed Session of the Board
4. Privilege of the floor Beaty
5. New Business Beaty
6. Old Business Beaty/Caley
 - a. Resolution 272 – Procuring and new ambulance - ACTION
 - b. Consider purchase of Simulator Training dummies - ACTION
 - c. Status of the District Administrator Recruitment process
7. Reports: Tilles
 - a. RCMS updates
 - b. Finance: YTD Tilles/Caley
 - i. Ambulance revenue – Wittman YTD
 - ii. Expenses
 - c. Communication Committee Bower/André
 - i. Branding
 - ii. Ambulance services videos
 - d. MHA update Tittle
 - e. Ad Hoc HR/Personnel Committee Paterson
8. DA / Ops report Caley
 - a. Ambulance run data
 - b. EMT Program update
 - c. IGT, GEMT, and GEMT-QAF update
 - d. CalPERS pension calculation for resigned employee
 - e. DA / Ops Summary Report – read in advance and will have Q & A
 - f. Board supplying Holiday Meals for the Crew (Thanksgiving & Christmas)
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:
Nov 30th, 2020 Delayed one week b/c of Thanksgiving.
Dec 28th, 2020
Jan 25th, 2021
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

4:00 PM, September 28th, 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 4:10 PM at the Bill Platt Training Room.

Present were Directors: André, Bower, Paterson, Schwartz, Tilles, Tittle. Also present: District Administrator (DA) David Caley, Ops Manager Evan Dilks, and Bookkeeper Clara Frost.

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

Approval of Minutes: Director Schwartz moved to approve the minutes as written for the August 19th, 2020 BOD meeting minutes and was seconded by Director Tittle. All ayes. Director Schwartz moved to approve the minutes as written for the September 16th Closed Session meeting and was seconded by Director Tittle. All ayes.

Privilege of the Floor: none.

New Business:

- a. Formation of an Ad Hoc HR/Personnel Committee: Director Paterson suggested forming a committee to review the job description and responsibilities of the district administrator. The board agreed that not only the administration of CLSD as a whole needs an update, but it was time to review the entire HR structure of CLSD. Directors Paterson, Tittle and Schwartz volunteered.

Old Business:

- a. New Ambulance Final Bid: Role call vote: André -aye, Beaty-aye, Bower-aye, Paterson-aye, Schwartz-aye, Tilles-obstain, Tittle-aye – PASSED
- b. Road Test Safety equipment: Discussion of detailed equipment modifications needed for the ambulances to meet Road Test Safety Standards (gurneys, cardiac monitors and suction devices) expected to cost \$30K. Director Paterson made the motion to approve seconded by Director Tittle. All ayes with the exception of Director Tilles (abstained) – PASSED
- c. Final Budget Revision and Adoption – ACTION Role call vote: André-aye, Beaty-aye, Bower-aye, Paterson-aye, Schwartz-aye, Tilles-aye, Tittle-aye – PASSED
- d. Resolution 271 – Final Budget for FY21 – ACTION Role call vote: André-aye, Beaty-aye, Bower-aye, Paterson-aye, Schwartz-aye, Tilles-aye, Tittle-aye – PASSED
- e. Status of the DA recruitment process: Initial interviews of the recommended list of candidates will take place on Oct 6th. Finalist interviews will be scheduled later in October TBD.

Reports:

- a. RCMS updates: expenses are controlled; working on increasing reimbursement of certain types of Urgent Care visits; and they are analyzing potential investment policy and portfolio.
- b. Finance: YTD
 - i. Ambulance Revenue – Wittman YTD: Net payments for August 2020 totaled \$70,426 with A/R of \$431,882. August had 55 billable incidents with 45 transports. Cumulative are 115 billable incidents with 89 transports.
 - ii. Expenses – Remain within budget.
- c. Communication Committee:
 - i. Branding: Director André is researching rebranding the ambulance portion of CLSD and acknowledges some staff do not feel it necessary.
 - ii. Ambulance services animated video. The board gave positive feedback about some videos created by Malay Thaker and shorter versions are in development based on different targeted audiences.
- d. MHA update: Quarterly Report by Director Tittle on pg. 16 of this packet.

DA / Ops report:

- a. Ambulance Run data – see reports.
- b. EMT Program: The class continues to proceed. We are down to only 8 students due to some FireFighters being pulled to regional Strike Teams fighting fires in No CA.
- c. IGT and GEMT-QAF update: Nothing new yet with wiring funds for the IGT program. The GEMT-QAF (wiring the fees) remains in limbo.
- d. CalPERS pension calculation: CalPERS announced they did not reach their targeted 7% return on investments. They only realized 4.7% and thus, we should expect an increased unfunded liability to pay in FY 22/23.
- e. DA/Ops Summary Report- Included in packet, no questions.
- f. Board preparing Holiday Meals for the Crew: Reminder to be discussed at October meeting.

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

- October 26th
- November 30th
- December 28th

Adjournment: Director Shwartz motioned to adjourn at 5:30 PM seconded by Director Tilles. All ayes.

Minutes Approved:

_____(Date)_____



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
4:00 PM, Tuesday October 6th, 2020 Meeting – Closed Session

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 8:34 AM via Zoom and at the Bill Platt Training Room. Present were Directors: André, Bower, Paterson, Schwartz, Tilles, Tittle.

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

Approval of Minutes: No minutes to approve

Privilege of the Floor: none.

New Business: The DA brought forward the idea to consider the purchase of real life simulator (dummy) for training purposes. This simulator has diverse capacity (EKG, responds to assessment and questions, camera records assessment, CPR, etc.). The Board asked a variety of excellent in-depth questions that could be not answered at the moment so will investigate further and report back at the next BOD meeting before any vote will be taken.

Move to Closed Session at 8:42

- a. Personnel: RE: Unrepresented Employee: District Administrator negotiations. (§ 54957.6)

Return from Closed Session at 2:37 PM.

- a. Director Beaty returned the meeting from Closed Session. No vote was taken. He instructed the Recruiter to arrange the final DA interviews.

Next Meeting: The next scheduled BOD meeting is scheduled for October 26th, 2020 at 4 PM.

Adjournment: Director Schwartz motioned to adjourn at 2:38 PM seconded by Director Tilles. All ayes.

Minutes Approved:

(Date)

RESOLUTION No. 272

A RESOLUTION REGARDING A FINANCING AGREEMENT FOR THE PURPOSE OF PROCURING AN “AMBULANCE AND RELATED EQUIPMENT”.

WHEREAS, the Coast Life Support District desires to enter into certain Financing Agreement, by and between REV Financial Services, LLC and the Coast Life Support District, for the purpose of financing an “Ambulance and Related Equipment”. The Coast Life Support District desires to designate the Agreement as a “qualified tax exempt obligation” of the Coast Life Support District for the purposes of Section 265 (b) (3) of the Internal Revenue Codes of 1986, as amended. The Coast Life Support District desires to designate the Board President, as an authorized signer of the Agreement.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COAST LIFE SUPPORT DISTRICT:

Section 1. That the Coast Life Support District enters into a Financing Agreement with REV Financial Services, LLC for the purpose of procuring an “Ambulance and Related Equipment”.

Section 2. That the Financing Agreement, by and between the Coast Life Support District and REV Financial Services, LLC is designated by the Coast Life Support District as a “qualified tax exempt obligation: for the purposes of Section 265 (b) (3) of the Internal Revenue Codes of 1986, as amended.

Section 3. That the Coast Life Support District designates the Board President, as an authorized signer of the Financing Agreement, by and between the Coast Life Support District and REV Financial Services, LLC.

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:	André	Aye	No	Abstain	Absent
	Beaty	Aye	No	Abstain	Absent
	Bower	Aye	No	Abstain	Absent
	Paterson	Aye	No	Abstain	Absent
	Schwartz	Aye	No	Abstain	Absent
	Tilles	Aye	No	Abstain	Absent
	Tittle	Aye	No	Abstain	Absent
	Ayes:	Noes:	Abstain:	Absent	

Resolution 272: Financing Agreement to Procure New Ambulance

WHEREAPON, the President declared the foregoing resolution has been PASSED and APPROVED by the Board of Directors of the Coast Life Support District in a public meeting held on 26th day of October, 2020 and SO ORDERED.

The Coast Life Support District, CA

Witness Signature

Geoffrey Beaty
Title: Board President

Naomi Schwartz
Title: Board Secretary

DRAFT

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													
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
FY21													
JULY '20	60	\$ 234,039	\$ 100,164	\$ 39,824	\$ 11,326	\$ 82,725	\$ 53,954	\$ 250	\$ 53,704	\$ 9,460	\$ 3,477	\$ 243	\$ 405,260
AUG '20	55	\$ 250,373	\$ 110,193	\$ 38,146	\$ 4,986	\$ 97,048	\$ 71,580	\$ 1,154	\$ 70,426	\$ -	\$ (0.19)	\$ -	\$ 431,882
SEPT '20	61	\$ 252,324	\$ 96,311	\$ 43,517	\$ 7,999	\$ 104,497	\$ 68,602	\$ -	\$ 68,602	\$ -	\$ 4,928.64	\$ -	\$ 462,848
SEPTEMBER '19													
	76	\$ 277,000	\$ 75,627	\$ 47,381	\$ 6,146	\$ 147,846	\$ 48,221	\$ -	\$ 48,221	\$ -	\$ 7,930	\$ 15	\$ 556,213
FY To Date													
	176	\$ 736,736	\$ 306,667	\$ 121,487	\$ 24,311	\$ 284,271	\$ 194,136	\$ 1,404	\$ 192,732	\$ 9,460	\$ 8,405	\$ 243	
Last 12 Months													
	631	\$ 2,566,839	\$ 1,245,164	\$ 463,078	\$ 68,328	\$ 790,268	\$ 839,496	\$ 5,849	\$ 833,647	\$ 24,580	\$ 30,050	\$ 4,644	
Monthly Average FY To Date													
	59	\$ 245,579	\$ 102,222	\$ 40,496	\$ 8,104	\$ 94,757	\$ 64,712	\$ 468	\$ 64,244	\$ 3,153	\$ 2,802	\$ 81	
Monthly Average Last 12 Months													
	53	\$ 213,903	\$ 103,764	\$ 38,590	\$ 5,694	\$ 65,856	\$ 69,958	\$ 487	\$ 69,471	\$ 2,048	\$ 2,504	\$ 387	
AGING													
Month	Current	31-60	61-90	91-120	121-180	180+	Balance						
SEPT	\$ 116,910	\$ 84,862	\$ 40,540	\$ 14,938	\$ 30,230	\$ 175,367	\$ 462,848						

Coast Life Support District

Profit & Loss Budget Overview FY21

July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes	537,760.21	537,760.21	0.00	100.0%
4100 · Interest Revenue	0.00	0.00	0.00	0.0%
4200 · Ambulance Revenue	274,218.71	162,499.98	111,718.73	168.8% 1
4400 · Miscellaneous Revenue	159.00	0.00	159.00	100.0%
4410 · Intergovernmental Transport(IGT)	0.00	62,500.00	-62,500.00	0.0% 2
4420 · Ground Emerg Med Transport	0.00	5,000.00	-5,000.00	0.0% 3
4421 · GEMT QAF Revenue	0.00	0.00	0.00	0.0%
4500G · REMSTC Received	15,624.50	15,624.50	0.00	100.0%
Total Revenue	827,762.42	783,384.69	44,377.73	105.7%
Expense				
Uncategorized Expense	0.00			
5000 · Wages and Benefits	474,658.56	416,902.77	57,755.79	113.9% 4
5000G · Wages and Benefits - REMSTC	0.00	32,384.25	-32,384.25	0.0%
6000 · Ambulance Operations	44,047.19	45,543.01	-1,495.82	96.7%
6000G · REMSTC Operations	0.00	4,201.71	-4,201.71	0.0%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	38,190.89	57,168.75	-18,977.86	66.8% 5
6700G · Overhead/Administration -REMSTC	625.02	2,475.27	-1,850.25	25.3%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	207,711.96	207,711.98	-0.02	100.0%
8000 · Interest Expense	90.21	0.00	90.21	100.0%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	26,353.87	26,353.87	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	791,677.70	792,741.61	-1,063.91	99.9%
Net Ordinary Operating Surplus	36,084.72	-9,356.92	45,441.64	-385.6%
Net Revenue	36,084.72	-9,356.92	45,441.64	-385.6%

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

2. IGT Receivable: the amount receivable for IGT/transports historically will not reflect until later in FY21

3. GEMT Receivable: the amount receivable for IGT/transports historically will not reflect until later in FY21

4. 5405:Admin Salary:Higher than normal due to the New DA Step increase and retention salary.The Opt's Manager's Ambulance Wage not spilt out from his Admin Salary (Budgeted to 5410), as well as, three pay periods in July FY21.

5410 Amb Op's Wages show slight increase due to changes to staffing: retirement of Medic, promotions, backfilling positions, part time medics moving to full Ttime vacated positions.

5500 Work Comp Insurance: billing based on the Annual SDRMA-WC PAYROLL RECONCILIATION REPORT. Billing adjustments (charges/credits) are made based on those finding. An increase to wages in FY21 (Operations and REMSTC Grant) are expected.

5. Overhead/Admin: Budget is split over 12 month for FY21. Some expenses are not yet realized.

Coast Life Support District

Profit & Loss Budget Overview FY21

July through September 2020

	Jul - Sep 20	Budget	\$ Over Bud...	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	166,209.75	166,209.75	0.00	100.0%
4009 · Mendocino Urgent Care Tax	109,335.00	109,335.00	0.00	100.0%
4010 · Mendocino Ad Valorem Tax	26,437.50	26,437.50	0.00	100.0%
Total 4001 · Mendocino County Taxes	301,982.25	301,982.25	0.00	100.0%
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	130,280.73	130,280.73	0.00	100.0%
4029 · Sonoma Urgent Care Tax	98,475.48	98,475.48	0.00	100.0%
4030 · Sonoma County Special Tax	7,021.75	7,021.75	0.00	100.0%
Total 4002 · Sonoma County Taxes	235,777.96	235,777.96	0.00	100.0%
Total 4000 · CLSD Special Taxes	537,760.21	537,760.21	0.00	100.0%
4100 · Interest Revenue	0.00	0.00	0.00	0.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	274,218.71	162,499.98	111,718.73	168.8%
Total 4200 · Ambulance Revenue	274,218.71	162,499.98	111,718.73	168.8% ¹
4400 · Miscellaneous Revenue	159.00	0.00	159.00	100.0%
4410 · Intergovernmental Transport(IGT)	0.00	62,500.00	-62,500.00	0.0% ²
4420 · Ground Emerg Med Transport	0.00	5,000.00	-5,000.00	0.0% ³
4421 · GEMT QAF Revenue	0.00	0.00	0.00	0.0%
4500G · REMSTC Received	15,624.50	15,624.50	0.00	100.0%
Total Revenue	827,762.42	783,384.69	44,377.73	105.7%
Expense				
Uncategorized Expense	0.00			
5000 · Wages and Benefits				
5200 · Health Insurance	27,811.15	35,574.00	-7,762.85	78.2%
5300 · Payroll Taxes Emplr Costs	11,805.81	8,340.48	3,465.33	141.5%
5350 · PERS Employer Costs	47,472.86	44,607.48	2,865.38	106.4%
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-7,711.98	-7,711.98	0.00	100.0%
5405 · Administration Salaries - Other	131,648.73	81,842.73	49,806.00	160.9% ⁴
Total 5405 · Administration Salaries	123,936.75	74,130.75	49,806.00	167.2%
5410 · Ambulance Operations Wages	238,653.37	225,505.77	13,147.60	105.8% ⁵
5430 · Extra Duty/Stipend Pay/DA	15,770.00	14,111.52	1,658.48	111.8%
5500 · Work Comp Insurance	9,208.62	14,632.77	-5,424.15	62.9% ⁶
Total 5000 · Wages and Benefits	474,658.56	416,902.77	57,755.79	113.9%
5000G · Wages and Benefits - REMSTC				
5200G · Health Insurance	0.00	2,838.00	-2,838.00	0.0%
5300G · Payroll Taxes Emplr Costs	0.00	2,109.27	-2,109.27	0.0%
5350G · PERS Employer Costs	0.00	2,196.00	-2,196.00	0.0%
5405G · Administration Salaries	0.00	17,175.48	-17,175.48	0.0%
5410G · Ambulance Operations Wages	0.00	7,698.27	-7,698.27	0.0%
5500G · Work Comp Insurance	0.00	367.23	-367.23	0.0%
Total 5000G · Wages and Benefits - REMSTC	0.00	32,384.25	-32,384.25	0.0%
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	9,450.00	9,450.00	0.00	100.0%
6040 · Dispatch Services	8,110.86	5,780.51	2,330.35	140.3%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				

Coast Life Support District

Profit & Loss Budget Overview FY21

July through September 2020

	Jul - Sep 20	Budget	\$ Over Bud...	% of Budget
5100 · Uniforms & Med Tests	839.29	1,875.00	-1,035.71	44.8%
6101 · Facility Repair & Maintenance	1,895.75	1,875.00	20.75	101.1%
6102 · Facility Furniture	0.00	0.00	0.00	0.0%
6110 · Supps, Rental, Clean. etc	1,559.88	1,875.00	-315.12	83.2%
6210 · Veh. Repair & Maintenance	2,277.53	5,625.00	-3,347.47	40.5%
6240 · Vehicle Fuel	4,549.50	6,250.00	-1,700.50	72.8%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	187.50	187.50	0.00	100.0%
6410 · Radios & Comm Equip - Other	208.00	750.00	-542.00	27.7%
Total 6410 · Radios & Comm Equip	395.50	937.50	-542.00	42.2%
6510 · Medical Supplies & Equip	14,816.40	10,000.00	4,816.40	148.2%
Total 6100 · Station/Crew Expenses	26,333.85	28,437.50	-2,103.65	92.6%
6980 · Misc. Employee Train. Exps	152.48	1,875.00	-1,722.52	8.1%
Total 6000 · Ambulance Operations	44,047.19	45,543.01	-1,495.82	96.7%
6000G · REMSTC Operations				
6100G · REMSTC Station/Equipment/Train				
6101G · A/V System Equipment	0.00	812.52	-812.52	0.0%
6102G · Training Room Equipment	0.00	1,024.98	-1,024.98	0.0%
6103G · Training Equipment	0.00	562.50	-562.50	0.0%
6110G · CPR Training Equipment	0.00	199.98	-199.98	0.0%
6210G · Responder Training Bag Equip	0.00	600.00	-600.00	0.0%
6240G · EMR & EMT Textbooks	0.00	1,001.73	-1,001.73	0.0%
Total 6100G · REMSTC Station/Equipment/Train	0.00	4,201.71	-4,201.71	0.0%
Total 6000G · REMSTC Operations	0.00	4,201.71	-4,201.71	0.0%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration				
6180 · Utilities	3,155.26	3,500.00	-344.74	90.2%
6188 · Telephone	1,565.25	1,625.00	-59.75	96.3%
6300 · Insurance	4,495.00	4,487.50	7.50	100.2%
6713 · Ambulance Billing	12,255.38	9,750.00	2,505.38	125.7%
6714 · GEMT QAF Expense	0.00	3,506.25	-3,506.25	0.0%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	491.33	750.00	-258.67	65.5%
6718.2 · Computer Equipment	1,562.11	1,250.00	312.11	125.0%
6718.3 · Software	2,836.55	1,000.00	1,836.55	283.7%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
Total 6718 · Office Supp/Equip/Software	4,889.99	3,000.00	1,889.99	163.0%
6720 · Board Expenses	3,502.76	6,250.00	-2,747.24	56.0%
6730 · Consultants				
6731 · Administration	0.00	0.00	0.00	0.0%
6734 · IT	0.00	1,625.00	-1,625.00	0.0%
6735 · EMS Survey	271.05	875.00	-603.95	31.0%
6737 · Financial/Bookkeeping	0.00	2,250.00	-2,250.00	0.0%
6738 · Legal	138.00	1,250.00	-1,112.00	11.0%
6739 · Policy Development	0.00	0.00	0.00	0.0%
6740 · Audit	0.00	2,375.00	-2,375.00	0.0%
6741 · Tax Administration - NBS	2,878.94	3,000.00	-121.06	96.0%
Total 6730 · Consultants	3,287.99	11,375.00	-8,087.01	28.9%
6742 · Bank/Merchant Fees	454.37	425.00	29.37	106.9%
6755 · Property Tax Admin	1,271.47	4,375.00	-3,103.53	29.1%
6760 · Education/Professional Dev	0.00	1,250.00	-1,250.00	0.0%
6765 · Election Costs/Reserve	0.00	0.00	0.00	0.0%
6770 · Dues, Subscrip, Membership	2,621.31	3,750.00	-1,128.69	69.9%
6788 · Printing & Reproduction	0.00	750.00	-750.00	0.0%
6795 · Travel/Transportation	0.00	1,250.00	-1,250.00	0.0%

Coast Life Support District

Profit & Loss Budget Overview FY21

July through September 2020

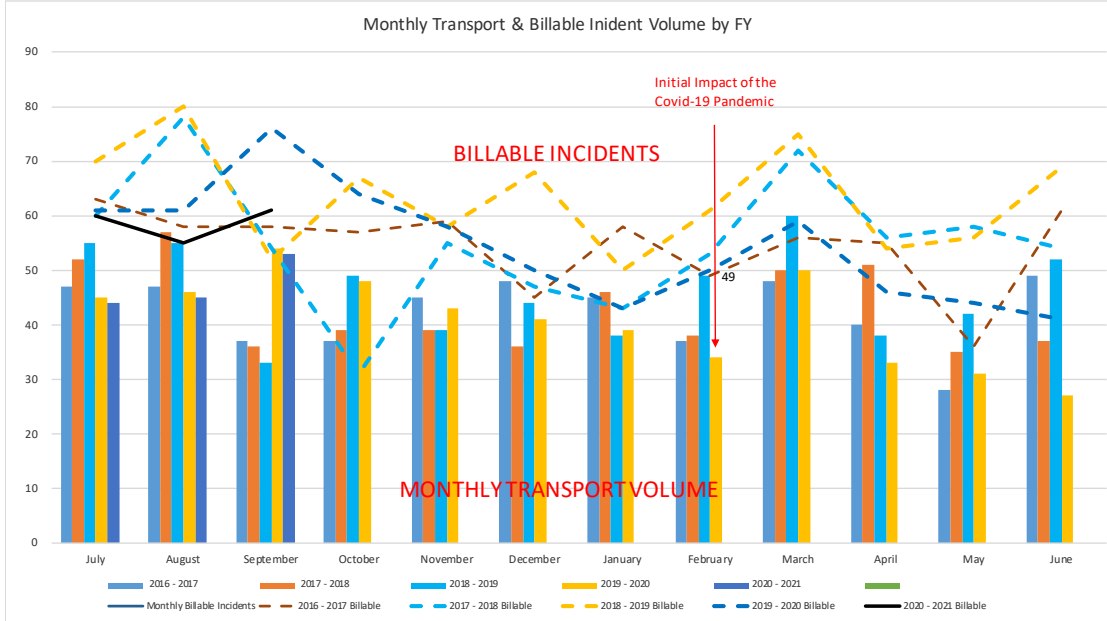
	Jul - Sep 20	Budget	\$ Over Bud...	% of Budget
6970 · Community Dev/Training	692.11	1,875.00	-1,182.89	36.9%
Total 6700 · Overhead/Administration	38,190.89	57,168.75	-18,977.86	66.8% ⁷
6700G · Overhead/Administration -REMSTC				
6730G · Consultants				
6732G · EAP - Employee Assist Prog	625.02	625.02	0.00	100.0%
Total 6730G · Consultants	625.02	625.02	0.00	100.0%
6795G · Travel & Conferences	0.00	1,737.75	-1,737.75	0.0%
6970G · Meals (annual conference)	0.00	112.50	-112.50	0.0%
Total 6700G · Overhead/Administration -REMSTC	625.02	2,475.27	-1,850.25	25.3%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care				
7011 · Admin Salaries-Alloc to UC	7,711.98	7,711.98	0.00	100.0%
7050 · UC Contract	199,999.98	200,000.00	-0.02	100.0%
7000 · Urgent Care - Other	0.00	0.00	0.00	0.0%
Total 7000 · Urgent Care	207,711.96	207,711.98	-0.02	100.0%
8000 · Interest Expense	90.21	0.00	90.21	100.0%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	26,353.87	26,353.87	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	791,677.70	792,741.61	-1,063.91	99.9%
Net Ordinary Operating Surplus	36,084.72	-9,356.92	45,441.64	-385.6%
Net Revenue	36,084.72	-9,356.92	45,441.64	-385.6%

1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
2. IGT Receivable: the amount receivable for IGT/transports historically will not reflect until later in FY21
3. GEMT Receivable: the amount receivable for IGT/transports historically will not reflect until later in FY21
4. Admin Salary: Higher than normal due to the New DA Step increase and retention salary. The Opt's Manager's Ambulance Wage not split out from his Admin Salary (Budgeted to 5410), as well as, three pay periods in July FY21.
5. 5410 Amb Op's Wages show slight increase due to changes to staffing: retirement of Medic, promotions, backfilling positions, part time medics moving to full time vacated positions.
6. 5500 Work Comp Insurance: billing based on the Annual SDRMA-WC PAYROLL RECONCILIATION REPORT. Billing adjustments (charges/credits) are made based on those finding. An increase to wages in FY21 (Operations and REMSTC Grant) are expected.
7. Overhead/Admin: Budget is split over 12 month for FY21. Some expenses are not yet realized.

MONTHLY AMBULANCE DATA

Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
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
2020 - 2021	44	45	53									

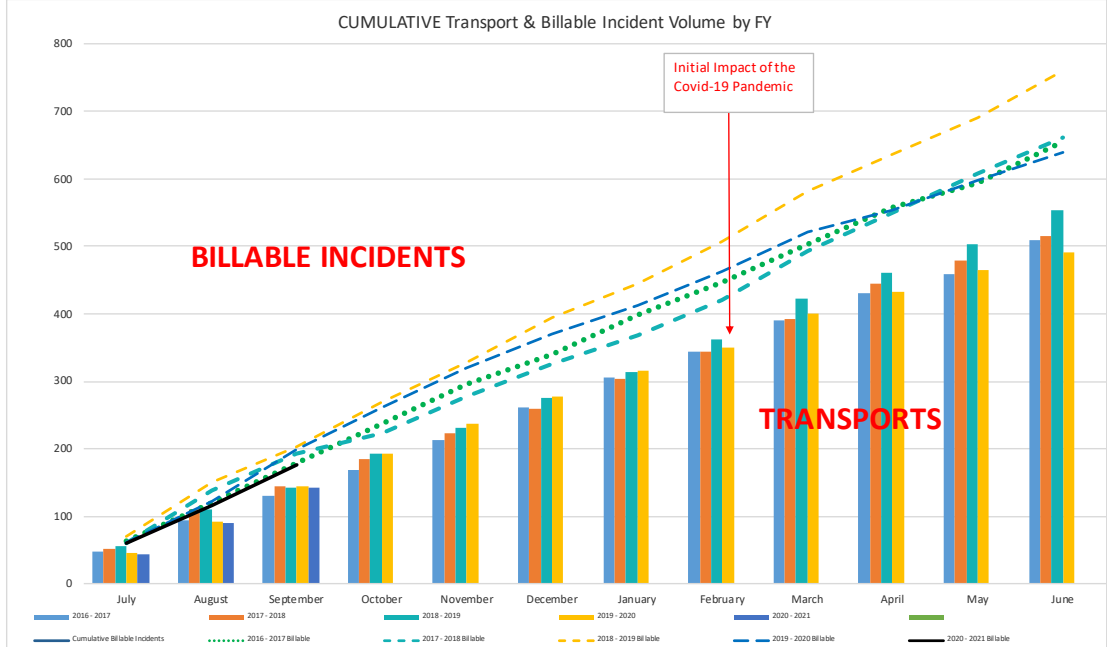
Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52	67	58	68	50	61	75	54	56	69
2019 - 2020 Billable	61	61	76	64	58	50	43	50	59	46	44	41
2020 - 2021 Billable	60	55	61									



CUMULATIVE AMBULANCE DATA



Cumulative Transports	July	August	September	October	November	December	January	February	March	April	May	June
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
2020 - 2021	44	89	142									

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
2020 - 2021 Billable	60	115	176									



CLSD RUN DATA for the PRECEEDING 12 MONTHS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

MONTH MOST CURRENT ON TOP	INCIDENTS		PCR		ALS		DAYTIME		NIGHT		TOTAL		LANDING		DRY RUN		T&R		TO RCMS		FROM RCMS			
	PATIENT CONTACT IN-FIELD		PATIENT CARE RECORD		ADVANCED LIFE SUPPORT		9:00 AM TO 9:00 PM		9:00 PM TO 9:00 AM		TRANSPORTS				CANCELLED ON ROUTE				ALS		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
20-Sep	84	94	63	66	53	51	64		16		53	54	15	12	17	20	10	23	1	0	9	13	0	1
20-Aug	79	85	56	61	45	41	63		16		45	45	5	11	22	22	11	13	3	1	14	13	0	3
20-Jul	79	84	57	61	44	45	63		16		44	45	7	9	18	11	13	16	2	2	19	11	0	0
20-Jun	47	67	42	38	27	29					27	30	5	7	5	15	15	8	0	0	7	7	0	7
20-May	67	87	38	58	29	41					30	42	7	5	15	19	8	14	0	4	7	10	1	0
20-Apr	65	78	44	53	31	31					33	38	4	5	10	20	11	15	1	1	6	8	2	3
20-Mar	73	108	61	79	47	49					49	60	6	8	10	27	10	17	3	7	14	10	0	8
20-Feb	69	82	47	63	30	35					34	49	1	6	16	20	16	13	1	4	11	10	0	6
20-Jan	64	71	49	47	38	27					39	38	6	4	14	17	11	9	1	2	8	5	0	7
19-Dec	67	100	51	62	36	29					40	44	4	4	7	29	11	18	1	2	10	10	0	6
19-Nov	71	89	55	54	42	31					43	39	8	4	18	20	12	16	1	1	13	5	1	1
19-Oct	84	99	54	64	47	38					48	49	7	10	17	19	16	15	2	1	11	15	0	6
	849	1044	617	706	469	447	190	0	48	0	485	533	75	85	169	239	144	177	16	25	129	117	4	48
	Patient Contacts		PCR		ALS		Daytime		Night		T:Transports		LZ		DRY RUN		T&R		TO RCMS		FROM RCMS			

**District Administrator and Operations Manager Report
September/October 2020**

District Administrator:

- The Cost Report for GEMT (Fiscal Year ending 2017) was audited in Jan 2020 and at that time, were notified they had concluded their audit. But no formal review summary was provided until this week. The auditor's finding found the \$24,640 received by CLSD (back in Jan 2018) represents a proper determination in accordance with the reimbursement principles. So no findings or overpayment liability. We have not been audited for FY18 (we did receive \$18,460 back in April 2019). The cost report for FY19 remains in limbo (they have not yet redesigned the cost report) as well as the FY20 that would normally be due by Nov 30.
- Final Budget update: In the last month there has been discussion of a variety of new expenses (new ambulance, Road Safety equipment for the ambulances, staff modifications, hiring of the new DA, etc.). In a detailed review during the Finance Committee, we realize the budget surplus expected to be ~\$59K may be reduced to \$30-35K if the new DA reports for duty earlier than expected. Otherwise, all accounting has been properly logged.
- In addition, the annual average of ambulance revenue for the last three years is \$702,537. The FY21 budget conservatively used \$650K so there is likely a \$50K buffer.
- We have engaged former District Auditor Craig Collins to close our books for FY20 in process now. Our annual Audit is scheduled for Nov 4-6th.
- In the news this week, Purdue Pharma will pay \$8B in fees for their role in the opioid crisis. CLSD filed a claim (along with other Mendocino County Special Districts) at the end of July using the Claim Value Estimates prepared for Mendocino County Special Districts.
- Financing of the new Sprinter Ambulance is in process.
- I have authorized the Leader to start the ambulance. We are on the list to receive a new Sprinter chassis and expect to have within the month. Once Leader obtains the chassis, they will be able to predict delivery date of the new ambulance.
- We will coordinate the gurney tracking system upgrades (to meet Road Safety Standards) to the existing ambulance fleet to coincide with the delivery of the new ambulance. The gurneys will require modifications and there will be training implications that will be coordinated to have a timely implementation.
- Our Employee Assistance Program initiated and all staff have been informed how to access for their personal and confidential use.
- The EMT class has now coordinating their clinical rotations and ambulance ride-a-longs. They have nearly completed the didactic coursework and shifting focus on clinicals. We've made arrangements for clinical and field experience will be completed through Adventist Health Mendocino Coast as well as RCMS Urgent Care and CLSD ambulances.
- I am working with Ara Chakrabarti to assist RCMS renewing their designation as an alternative ambulance receiving facility due to expire 12/31/20. CLSD will draft a Letter of Support to include in the request for renewal documents.
- Both Sonoma and Mendocino County remain categorized as Tier 1 purple (widespread COVID community transmission). A County must have three stable weeks reporting data to qualify moving to the lesser-risk-Tier.
- While researching the CalPERS discrepancy of 2% at 55 vs. 57, we have learned the liability is significantly less than originally expected. We're working towards a final solution currently and will update next month.
- Participated in the first CLSD Ad Hoc HR committee meeting. We reviewed historical documents and will be developing a strategic approach to refresh all CLSD HR policies. The initial focus will be revising the Employee Handbook.

- I attended the last REDCOM meeting of this CY October. The REDCOM BOD is aware of my impending retirement and will be expecting my introduction of the new DA to the Board. The new DA will continue to hold a Board seat. The next meeting will be in Jan 21.

Operations Manager:

Deployment / Staffing

- First paramedic supervisor meeting scheduled in October with the three supervisors; Bronwyn Golly, Megan Rosecrans and John Huff. We will be concentrating on communication and core duties. Due to all the shift changes November is the first month that all will be in their new shifts.
- Call load has been steady for September and October. Crews have been busy.....great to have M-122 staffed regularly.

Facility

- Finishing small projects and general maintenance. Nothing big anticipated for FY 21.

Vehicles/Equipment / Supplies

- 2015 Sprinter had a DEF "emissions issues bill was \$3700 ouch!
- New ambulance is ordered. As discussed we should have a better estimate time of arrival once we hear that the chassis has arrived at the builder -- Leader Inc.
- New crew pagers arrived Bronwyn is coordinating the programming with Malay Thacker
- Bronwyn is working on getting the new gurney track system scheduled.

Community events / Training

- EMT class is progressing with 7 students. Clinical and ambulance times are being scheduled
- We have resumed some CPR skills training with 8 students trained so far.
- New AHA CPR guidelines due out in October / November. Addressing COVID 19 and new concepts.