



## Finance Committee

### AGENDA

Wednesday, Oct 21<sup>st</sup>, 2020 at 9:00 AM

CLSD Headquarters, 38901 Ocean Drive, Gualala, CA

Due to the Covid-19 pandemic and Governor Newsom's Executive order, all Brown Act Board meetings are temporarily conducted via teleconference or may attend at CLSD headquarters practicing facial covering and social distancing. To join the board meeting, please:

Phone in: 510-338-9438, Meeting number: 142 233 8034, PW: 1234

1. Call to Order Tilles
2. Agenda Approval Tilles
3. Minutes Approval: Wed September 16<sup>th</sup>, 2020 meeting Tilles
4. Privilege of the floor Tilles
5. Ambulance Billing, Write-off, and Hardship Policies review Caley
6. Patient Simulator purchase – feedback from Project Director Ottolini
7. Ambulance revenue – Wittman (YTD) Caley
8. Expenses YTD Caley
9. Cash Flow Caley
10. Banking and Investment statements review Caley
11. Ambulance transport data YTD Caley
12. Other:
  - New ambulance – purchase/financing in motion Caley
  - CalPERS pension calculation update Caley
  - GEMT-QAF update
13. Next FC Meetings – Third Wednesdays of the month, 9 AM. During the pandemic, public access is available at the CLSD Bill Platt Training Room.
  - Nov 18<sup>th</sup>, 2020
  - Dec 16<sup>th</sup>, 2020
  - Jan 20<sup>th</sup> 2021
14. Adjournment



## Finance Committee

Minutes of Meeting September 16<sup>th</sup>, 2020 at 9:00 AM - Bill Platt Training Center  
**Due to the COVID 19 threat and Shelter in Place order, this meeting was held by teleconference (via audio participation) and public access at the CLSD Headquarters.**

1. **Call to Order:** The meeting was called to order at 9:06 AM by Treasurer Michael Tilles. FC Directors also present: Geoffrey Beaty and Naomi Schwartz. Also attending ex-officio District Administrator David Caley, Ops Manager Evan Dilks, Executive Assistant/Bookkeeper Robin Dills, Paramedic Chris Ottolini, and Community Member Linda Bell.
2. **Agenda Approval:** Director Schwartz moved to adopt the agenda as written, with the addition of the Billing Subcommittee topic and seconded by Director Beaty. All ayes.
3. **Meeting Minutes Approval:** Director Schwartz moved to approve the Aug 19<sup>th</sup>, 2020 FC meeting minutes and was seconded by Director Beaty. All ayes.
4. **Privilege of the floor:** None.
5. **Final Budget:** A high-level overview to the changes that have impacted the new Final Budget (Addition of the Rural EMS Training Grant award). Presented was a fine-tuned Final Budget. It was agreed by all that the revisions move forward for consideration and Adoption by the Board of Directors.
6. **Ambulance revenue – Wittman (YTD)** Net payments for Aug 2020 totaled \$70,426 with A/R of \$431,882. Aug had 55 billable incidents with 45 transports. Cumulative are 115 billable incidents with 89 transports for the fiscal year.
7. **Expenses YTD:** Expenses continue to be within expectations. We continue to strive at keeping our aging claims balance within target.
8. **Cash Flow:** Cash flow is within expectations.
9. **Bank Statement, Check Register Review and Schwab Investment:** The Aug bank statement and check register were reviewed, and questions answered to provide clarification as needed.
10. **Ambulance Transport data** – see reports in the agenda packet or #6 above.
11. **Other:**
  - a. **New Ambulance:** The F.C. reviewed and agreed to proceed with 2 (out of 5) estimates. Detailed options of each estimate (doc fee, down payment, payment options, closing fee, pre-payment penalty) will be presented to the BOD to select at next meeting. Director Tilles suggested paying for the new ambulance with CLSD reserves and pay ourselves back. The DA will research financing options and report back in Sep.
  - b. **The New EAP program:** Funding under the new training grant has been challenged whether this is an appropriate expense. There is a great deal of training available through the EAP program and opportunities from professional growth. Regardless of the decision we are moving forward to purchase this program.
  - c. **RCMS update:** Deferred to BOD meeting
  - d. **CalPERS:**
    1. **Pension calculation:** It was discovered that the actual CalPERS pension plan he was enrolled in at the start of employment (but just now retired from CLSD) was different

than what was itemized in the original Offer Letter. We are currently awaiting an opinion from County Counsel to pursue appropriate action to resolve.

2. Not realized targeted investment returns: a recent article informed that CalPERS must meet and realize their goals of 7% annually but only realized 4.7% this last year. This is going to impact our unfunded rates with an additional increase in FY22/23.

e. IGT and GEMT-QAF update: We are still awaiting decisions made at the State and Federal levels, so these programs are somewhat in limbo and delayed by Covid-19. AB1705 starting in FY22 will modify these programs and they suspect unclear legislation is muddling decision making now how best to proceed. The IGT was delayed b/c of Covid but slowly moving forward.

f. Review of "old" collections policy (2016) and current discussions (on a revision) prompted members of the F.C. to likely seek the advice of County Counsel, whether the F.C. Sub-Committee validate their authority to write-off claims or approve hardship requests.

**12. Next FC Meeting:** Third Wednesdays of the month, 9 AM, at the CLSD Bill Platt Training Room or via webex as listed on the agendas.

- Oct 21, 2020
- Nov 18, 2020
- Dec 16, 2020

**13. Adjournment:** at 10:40 AM, Director Schwartz made a motion to adjourn and seconded by Director Beaty. All ayes.

Minutes approved:

\_\_\_\_\_ (Date)

Michael Tilles, Treasurer

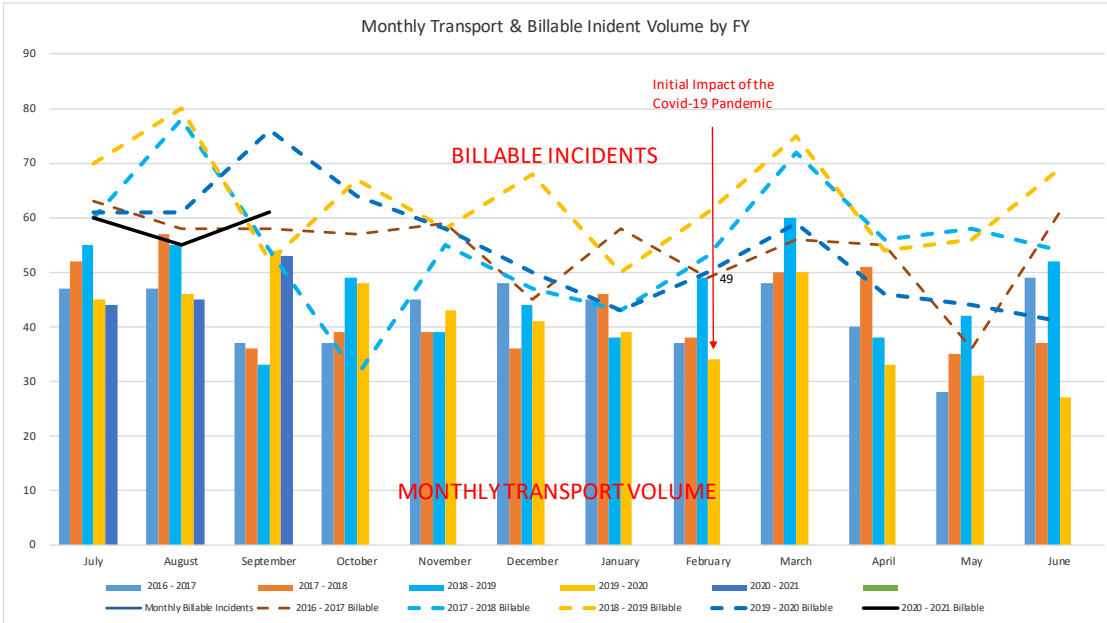
**CLSD AMBULANCE REVENUE**

	A	B	C	D	E	F	G	H	I	J	K	L	M
	BILLABLE INCIDENTS	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET CHARGES	PAYMENTS	REFUNDS	NET PAYMENTS	BAD DEBT WRITE OFFS	OTHER WRITE OFFS	ADJ	NEW A/R BALANCE
<b>FY20</b>													
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
<b>FY21</b>													
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
<b>SEPTEMBER '19</b>													
	76	\$ 277,000	\$ 75,627	\$ 47,381	\$ 6,146	\$ 147,846	\$ 48,221	\$ -	\$ 48,221	\$ -	\$ 7,930	\$ 15	\$ 556,213
<b>FY To Date</b>													
	176	\$ 736,736	\$ 306,667	\$ 121,487	\$ 24,311	\$ 284,271	\$ 194,136	\$ 1,404	\$ 192,732	\$ 9,460	\$ 8,405	\$ 243	
<b>Last 12 Months</b>													
	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	
<b>Monthly Average</b>													
<b>FY To Date</b>	59	\$ 245,579	\$ 102,222	\$ 40,496	\$ 8,104	\$ 94,757	\$ 64,712	\$ 468	\$ 64,244	\$ 3,153	\$ 2,802	\$ 81	
<b>Monthly Average Last 12 Months</b>	53	\$ 213,903	\$ 103,764	\$ 38,590	\$ 5,694	\$ 65,856	\$ 69,958	\$ 487	\$ 69,471	\$ 2,048	\$ 2,504	\$ 387	
<b>AGING</b>													
<b>Month</b>	<b>Current</b>	<b>31-60</b>	<b>61-90</b>	<b>91-120</b>	<b>121-180</b>	<b>180+</b>	<b>Balance</b>						
SEPT	\$ 116,910	\$ 84,862	\$ 40,540	\$ 14,938	\$ 30,230	\$ 175,367	\$ 462,848						

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									

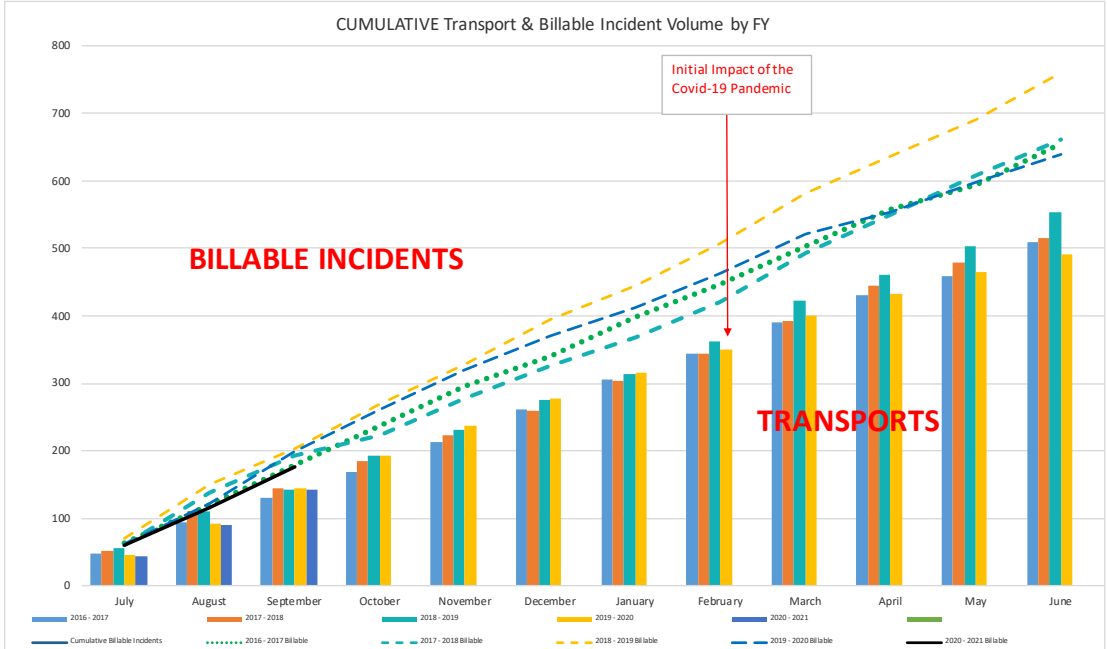
Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52	67	58	68	50	61	75	54	56	69
2019 - 2020 Billable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