

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 November 30th, 2020 – 3 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: 126 822 3678

PW: 1234

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: Beaty
 - October 26th, 2020 Board meeting
4. Privilege of the floor Beaty
5. New Business Beaty
 - a. Welcome new District Administrator – Dave Crowl
 - b. Oath of Office: Swearing in of Directors for new terms
6. Old Business Beaty/Caley
 - a. Hardship / Write-off policy revision
 - i. Consideration of hardship request
7. Reports: Tilles
 - a. RCMS updates Tilles/Caley
 - 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 (Mendonoma Health Alliance) update Tittle
 - e. Ad Hoc HR/Personnel Committee Paterson
8. DA / Ops report Caley
 - a. Ambulance run data
 - b. EMT Program update
 - c. Rural EMS Training Grant update
 - d. IGT, GEMT, and GEMT-QAF update
 - e. CalPERS pension calculation for resigned employee
 - f. DA / Ops Summary Report – read in advance and will have Q & A
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:
Dec 28th, 2020
Jan 25th, 2021
Feb 22nd, 2021
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
4:00 PM, October 26th, 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 4:02 PM at the Bill Platt Training Room. Present were Directors: André, Paterson, Schwartz, Tilles, Tittle. Also present: District Administrator (DA) David Caley, Ops Manager Evan Dilks, Bookkeeper Clara Frost and Paramedic Chris Ottolini. Director Bower was on jury duty.

Adoption of the Agenda: Director Schwartz moved to adopt the agenda as amended to discuss an ad in the ICO for Thanksgiving and seconded by Director Tilles. All ayes.

Approval of Minutes: Director Schwartz moved to approve the minutes as written for the September 28th, 2020 BOD meeting minutes and the October 6th Closed Session meeting and was seconded by Director Tilles. All ayes.

Privilege of the Floor: none.

New Business: none

Old Business:

- a. Resolution 272 – Procuring a new ambulance - ACTION: Role call vote: André -aye, Beaty-aye, Bower-absent, Paterson-aye, Schwartz-aye, Tilles-aye, Tittle-aye – PASSED
- b. Consider purchase of Simulator training dummy – ACTION: Paramed Chris Ottolini presented research and argument in favor of purchasing a training dummy for the new grant funded training program. Director Schwartz motioned to approve the purchase, seconded by Director Tilles. All ayes. Director Paterson thanked Chris for his research and information he brought to the Board for consideration.
- c. Status of the District Administrator Recruitment process – an offer has been made to one of the DA replacement candidates and will have a final answer in 2 weeks.
- d. Discussion held to participate in the ICO Thanksgiving supplemental section to thank Essential and Frontline workers during Covid. The Communication Committee will define the copy.

Reports:

- a. RCMS updates: P&L seems to be healthy and operations & cashflows are as planned. RCMS will remain in good financial health if visits continue to rise as projected. Staff support is improving company morale.
- b. Finance: YTD
 - i. Ambulance Revenue – Wittman YTD: Net payments for September 2020 totaled \$68,602 with A/R of \$462,848.
 - ii. Expenses – Remain within budget.
- c. Communication Committee:
 - i. Branding: Nothing to report at this time.
 - ii. Ambulance service videos are being worked on.
- d. MHA update: MHA has been working with RCMS on home blood pressure monitoring. The grant received will purchase 250-300 cuffs for local patients.
- e. Ad Hoc HR/Personnel Committee: Looking into getting input from an expert consultant to help prioritize and assure compliance with CA labor law, etc.

DA / Ops report:

- a. Ambulance Run data – September had 61 billable incidents with 53 transports. Cumulative are 178 billable incidents with 142 transports.
- b. EMT Program update: There are now 7 students in the class. Attrition was due to Firefighters being pulled for massive northern CA fires this season.
- c. IGT and GEMT-QAF update: The GEMT and GEMT-QAF programs continue to be in limbo. Anticipating IGT processing of the next year's agreements in the coming month.

- d. CalPERS pension calculation: The actual dollar amount owed is considerably less than previously thought.
- e. DA/Ops Summary Report- Included in packet, no questions.
- f. Board preparing Holiday Meals for the Crew: Thanksgiving dinner will be provided by the board members, Evan and David.

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

- November 30th (this is actually the fifth Monday pushed out b/c of Thanksgiving week).
- December 28th
- January 25th

Adjournment: Director Shwartz motioned to adjourn at 5:17 PM seconded by Director Tittle. All ayes.

Minutes Approved:

_____ (Date)_____

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													
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	\$ -	\$ 4,929	\$ -	\$ 462,848
OCT '20	58	\$ 253,498	\$ 99,962	\$ 39,992	\$ 2,269	\$ 111,276	\$ 70,665	\$ -	\$ 70,665	\$ -	\$ -	\$ -	\$ 503,459

<i>OCTOBER '19</i>	<i>64</i>	<i>\$ 242,079</i>	<i>\$ 117,750</i>	<i>\$ 57,124</i>	<i>\$ 5,077</i>	<i>\$ 62,127</i>	<i>\$ 80,054</i>	<i>\$ 2,119</i>	<i>\$ 77,935</i>	<i>\$ -</i>	<i>\$ 4,914</i>	<i>\$ 158</i>	<i>\$ 535,648</i>
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FY To Date	234	\$ 990,234	\$ 406,629	\$ 161,478	\$ 26,580	\$ 395,547	\$ 264,801	\$ 1,404	\$ 263,397	\$ 9,460	\$ 8,405	\$ 243
Last 12 Months	625	\$ 2,578,258	\$ 1,227,375	\$ 445,945	\$ 65,520	\$ 839,417	\$ 830,107	\$ 3,730	\$ 826,377	\$ 24,580	\$ 25,135	\$ 4,486

Monthly Average FY To Date	59	\$ 247,558	\$ 101,657	\$ 40,370	\$ 6,645	\$ 98,887	\$ 66,200	\$ 351	\$ 65,849	\$ 2,365	\$ 2,101	\$ 61
Monthly Average Last 12 Months	52	\$ 214,855	\$ 102,281	\$ 37,162	\$ 5,460	\$ 69,951	\$ 69,176	\$ 311	\$ 68,865	\$ 2,048	\$ 2,095	\$ 374

AGING							
Month	Current	31-60	61-90	91-120	121-180	180+	Balance
OCT	\$ 124,913	\$ 64,932	\$ 64,605	\$ 37,813	\$ 23,472	\$ 187,722	\$ 503,459

Coast Life Support District
Profit & Loss Budget Overview FY21 JULY -OCT COLL
 July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes	402,643.00	402,643.00	0.00	100.0%
4002 · Sonoma County Taxes	314,370.62	314,370.62	0.00	100.0%
Total 4000 · CLSD Special Taxes	717,013.62	717,013.62	0.00	100.0%
4100 · Interest Revenue	0.00	0.00	0.00	0.0%
4200 · Ambulance Revenue	385,494.49	216,666.65	168,827.84	177.9% ¹
4400 · Miscellaneous Revenue	211.69	0.00	211.69	100.0%
4410 · Intergovernmental Transport(IGT)	0.00	83,333.34	-83,333.34	0.0% ²
4420 · Ground Emerg Med Transport	0.00	6,666.66	-6,666.66	0.0% ³
4421 · GEMT QAF Income	0.00	0.00	0.00	0.0%
4500G · REMSTC Received	31,249.00	31,249.00	0.00	100.0%
Total Income	1,133,968.80	1,054,929.27	79,039.53	107.5%
Expense				
5000 · Wages and Benefits	546,627.03	562,579.08	-15,952.05	97.2% ⁴
5000G · Wages and Benefits - REMSTC	10,480.30	43,179.00	-32,698.70	24.3%
6000 · Ambulance Operations	61,807.57	60,786.51	1,021.06	101.7%
6000G · REMSTC Operations	1,562.11	5,602.28	-4,040.17	27.9%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	42,208.89	76,225.03	-34,016.14	55.4% ⁵
6700G · Overhead/Administration -REMSTC	2,500.00	4,967.00	-2,467.00	50.3%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	276,949.28	276,949.30	-0.02	100.0%
8000 · Interest Expense	105.30	0.00	105.30	100.0%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	35,138.49	35,138.49	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	977,378.97	1,065,426.69	-88,047.72	91.7%
Net Ordinary Income	156,589.83	-10,497.42	167,087.25	-1,491.7%
Other Income/Expense	0.00	0.00	0.00	0.0%
Net Income	156,589.83	-10,497.42	167,087.25	-1,491.7%

Coast Life Support District

Profit & Loss Budget Overview FY21 JULY -OCT COLL

July through October 2020

1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
.....
2. IGT Receivable: the amount receivable for IGT/transport historically will not reflect until later in FY21
.....
3. GEMT Receivable: the amount receivable for IGT/transport 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 Ttme 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. Recieved a rebate/refund of 5,489.04 in Oct. (based on Annual PR Reconciliation). An increase to wages in FY21 (Operations and REMSTC Grant) are expected.
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5. Overhead/Admin: Budget is split over 12 month for FY21. Some expenses are not yet realized.
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Coast Life Support District Profit & Loss Budget Overview FY21 July through October 2020

	Jul - Oct 20	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	221,613.00	221,613.00	0.00	100.0%
4009 · Mendocino Urgent Care Tax	145,780.00	145,780.00	0.00	100.0%
4010 · Mendocino Ad Valorem Tax	35,250.00	35,250.00	0.00	100.0%
Total 4001 · Mendocino County Taxes	402,643.00	402,643.00	0.00	100.0%
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	173,707.64	173,707.64	0.00	100.0%
4029 · Sonoma Urgent Care Tax	131,300.64	131,300.64	0.00	100.0%
4030 · Sonoma County Special Tax	9,362.34	9,362.34	0.00	100.0%
Total 4002 · Sonoma County Taxes	314,370.62	314,370.62	0.00	100.0%
Total 4000 · CLSD Special Taxes	717,013.62	717,013.62	0.00	100.0%
4100 · Interest Revenue	0.00	0.00	0.00	0.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	385,494.49	216,666.65	168,827.84	177.9%
Total 4200 · Ambulance Revenue	385,494.49	216,666.65	168,827.84	177.9%
4400 · Miscellaneous Revenue	211.69	0.00	211.69	100.0%
4410 · Intergovernmentl Transport(IGT)	0.00	83,333.34	-83,333.34	0.0%
4420 · Ground Emerg Med Transport	0.00	6,666.66	-6,666.66	0.0%
4421 · GEMT QAF Income	0.00	0.00	0.00	0.0%
4500G · REMSTC Received	31,249.00	31,249.00	0.00	100.0%
Total Income	1,133,968.80	1,054,929.27	79,039.53	107.5%
Expense				
5000 · Wages and Benefits				
5200 · Health Insurance	33,223.36	47,432.00	-14,208.64	70.0%
5300 · Payroll Taxes Emplr Costs	14,043.83	11,209.64	2,834.19	125.3%
5350 · PERS Employer Costs	60,712.21	59,951.64	760.57	101.3%
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-10,282.64	-10,282.64	0.00	100.0%
5405 · Administration Salaries - Other	157,693.62	115,268.36	42,425.26	136.8%
Total 5405 · Administration Salaries	147,410.98	104,985.72	42,425.26	140.4%
5410 · Ambulance Operations Wages	269,131.70	300,674.36	-31,542.66	89.5%
5430 · Extra Duty/Stipend Pay/DA	15,315.83	18,815.36	-3,499.53	81.4%
5500 · Work Comp Insurance	6,789.12	19,510.36	-12,721.24	34.8%
Total 5000 · Wages and Benefits	546,627.03	562,579.08	-15,952.05	97.2%
5000G · Wages and Benefits - REMSTC				
5200G · Health Insurance	658.78	3,784.00	-3,125.22	17.4%
5300G · Payroll Taxes Emplr Costs	259.64	2,812.36	-2,552.72	9.2%
5350G · PERS Employer Costs	587.24	2,928.00	-2,340.76	20.1%
5405G · Administration Salaries	6,082.18	22,900.64	-16,818.46	26.6%
5410G · Ambulance Operations Wages	2,540.00	10,264.36	-7,724.36	24.7%
5500G · Work Comp Insurance	352.46	489.64	-137.18	72.0%
Total 5000G · Wages and Benefits - REMSTC	10,480.30	43,179.00	-32,698.70	24.3%
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	12,600.00	12,600.00	0.00	100.0%
6040 · Dispatch Services	10,042.02	7,707.34	2,334.68	130.3%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	839.29	2,500.00	-1,660.71	33.6%

Coast Life Support District
Profit & Loss Budget Overview FY21
 July through October 2020

	Jul - Oct 20	Budget	\$ Over Bud...	% of Budget
6101 · Facility Repair & Maintenance	2,112.28	2,500.00	-387.72	84.5%
6102 · Facility Furniture	0.00	0.00	0.00	0.0%
6110 · Supps, Rental, Clean. etc	2,162.68	2,500.00	-337.32	86.5%
6210 · Veh. Repair & Maintenance	6,670.03	7,500.00	-829.97	88.9%
6240 · Vehicle Fuel	6,591.60	8,333.34	-1,741.74	79.1%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	250.00	312.50	-62.50	80.0%
6410 · Radios & Comm Equip - Other	208.00	1,000.00	-792.00	20.8%
Total 6410 · Radios & Comm Equip	458.00	1,312.50	-854.50	34.9%
6510 · Medical Supplies & Equip	20,364.38	13,333.33	7,031.05	152.7% B
Total 6100 · Station/Crew Expenses	39,198.26	37,979.17	1,219.09	103.2%
6980 · Misc. Employee Train. Exps	-32.71	2,500.00	-2,532.71	-1.3%
Total 6000 · Ambulance Operations	61,807.57	60,786.51	1,021.06	101.7%
6000G · REMSTC Operations				
6100G · REMSTC Station/Equipment/Train				
6101G · A/V System Equipment	1,562.11	1,083.36	478.75	144.2%
6102G · Training Room Equipment	0.00	1,366.64	-1,366.64	0.0%
6103G · Training Equipment	0.00	750.00	-750.00	0.0%
6110G · CPR Training Equipment	0.00	266.64	-266.64	0.0%
6210G · Responder Training Bag Equip	0.00	800.00	-800.00	0.0%
6240G · EMR & EMT Textbooks	0.00	1,335.64	-1,335.64	0.0%
Total 6100G · REMSTC Station/Equipment/Train	1,562.11	5,602.28	-4,040.17	27.9%
Total 6000G · REMSTC Operations	1,562.11	5,602.28	-4,040.17	27.9%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration				
6180 · Utilities	4,174.92	4,666.67	-491.75	89.5%
6188 · Telephone	2,128.79	2,166.66	-37.87	98.3%
6300 · Insurance	5,989.00	5,983.33	5.67	100.1%
6713 · Ambulance Billing	11,563.92	13,000.00	-1,436.08	89.0%
6714 · GEMT QAF Expense	0.00	4,675.00	-4,675.00	0.0%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	617.50	1,000.00	-382.50	61.8%
6718.2 · Computer Equipment	0.00	1,666.67	-1,666.67	0.0%
6718.3 · Software	3,047.40	1,333.34	1,714.06	228.6%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
Total 6718 · Office Supp/Equip/Software	3,664.90	4,000.01	-335.11	91.6%
6720 · Board Expenses	4,857.36	8,333.34	-3,475.98	58.3%
6730 · Consultants				
6731 · Administration	0.00	0.00	0.00	0.0%
6734 · IT	0.00	2,166.67	-2,166.67	0.0%
6735 · EMS Survey	378.30	1,166.67	-788.37	32.4%
6737 · Financial/Bookkeeping	0.00	3,000.00	-3,000.00	0.0%
6738 · Legal	138.00	1,666.67	-1,528.67	8.3%
6739 · Policy Development	0.00	0.00	0.00	0.0%
6740 · Audit	0.00	3,166.67	-3,166.67	0.0%
6741 · Tax Administration - NBS	3,854.00	4,000.00	-146.00	96.4%
Total 6730 · Consultants	4,370.30	15,166.68	-10,796.38	28.8%
6742 · Bank/Merchant Fees	416.37	566.67	-150.30	73.5%
6755 · Property Tax Admin	1,271.47	5,833.34	-4,561.87	21.8%
6760 · Education/Professional Dev	0.00	1,666.67	-1,666.67	0.0%
6765 · Election Costs/Reserve	0.00	0.00	0.00	0.0%
6770 · Dues, Subscrip, Membership	3,049.75	5,000.00	-1,950.25	61.0%
6788 · Printing & Reproduction	0.00	1,000.00	-1,000.00	0.0%
6795 · Travel/Transportation	0.00	1,666.66	-1,666.66	0.0%
6970 · Community Dev/Training	722.11	2,500.00	-1,777.89	28.9%

Coast Life Support District
Profit & Loss Budget Overview FY21
July through October 2020

	<u>Jul - Oct 20</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total 6700 · Overhead/Administration	42,208.89	76,225.03	-34,016.14	55.4% 9
6700G · Overhead/Administration -REMSTC				
6730G · Consultants				
6732G · EAP - Employee Assist Prog	2,500.00	2,500.00	0.00	100.0%
Total 6730G · Consultants	2,500.00	2,500.00	0.00	100.0%
6795G · Travel & Conferences	0.00	2,317.00	-2,317.00	0.0%
6970G · Meals (annual conference)	0.00	150.00	-150.00	0.0%
Total 6700G · Overhead/Administration -REMSTC	2,500.00	4,967.00	-2,467.00	50.3%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care				
7011 · Admin Salaries-Alloc to UC	10,282.64	10,282.64	0.00	100.0%
7050 · UC Contract	266,666.64	266,666.66	-0.02	100.0%
7000 · Urgent Care - Other	0.00	0.00	0.00	0.0%
Total 7000 · Urgent Care	276,949.28	276,949.30	-0.02	100.0%
8000 · Interest Expense	105.30	0.00	105.30	100.0%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	35,138.49	35,138.49	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	977,378.97	1,065,426.69	-88,047.72	91.7%
Net Ordinary Income	156,589.83	-10,497.42	167,087.25	-1,491.7%
Other Income/Expense	0.00	0.00	0.00	0.0%
Net Income	<u>156,589.83</u>	<u>-10,497.42</u>	<u>167,087.25</u>	<u>-1,491.7%</u>

Coast Life Support District Profit & Loss Budget Overview FY21 July through October 2020

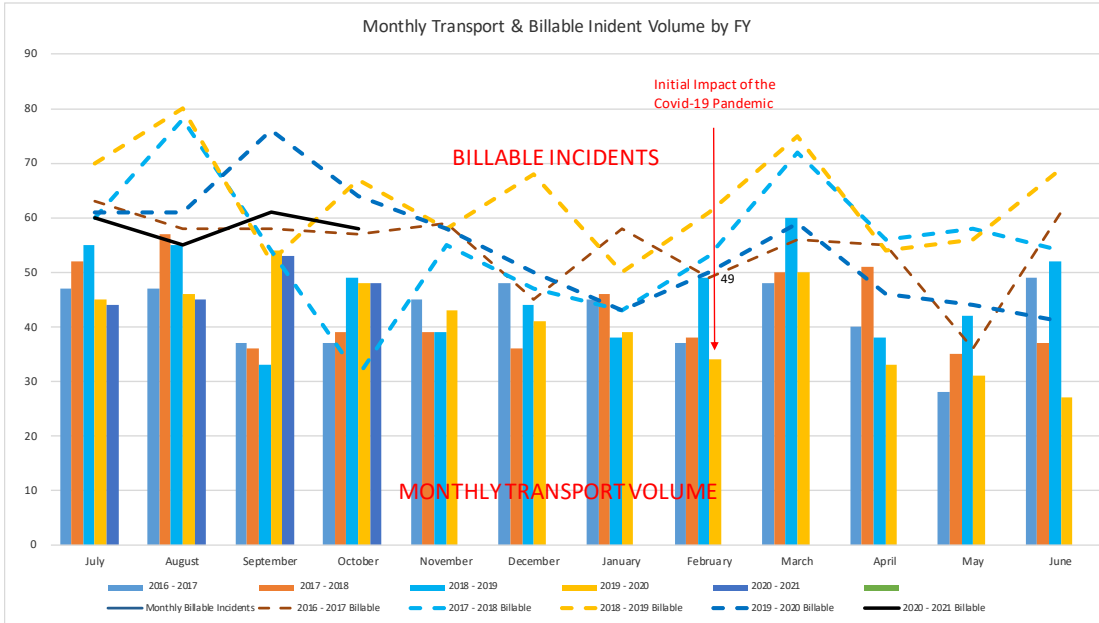
1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
.....
2. IGT Receivable: the amount receivable for IGT/transporters historically will not reflect until later in FY21
.....
3. GEMT Receivable: the amount receivable for IGT/transporters historically will not reflect until later in FY21
.....
4. 5200 Health Insurance: slight increase due to changes to staffing, retirement of Medic, promotions, backfilling, part time medics moving to full time vacated positions
.....
5. 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.
.....

7. 5500 Work Comp Insurance: billing based on the Annual SDRMA-WC PAYROLL RECONCILIATION REPORT. Billing adjustments (charges/credits) are made based on those finding. Received a rebate/refund of 5,489.04 in Oct. (based on Annual PR Reconciliation). An increase to wages in FY21 (Operations and REMSTC Grant) are expected.
.....
8. 6510-Medical Supplies: more supplies ordered during COVID pandemic
.....
9. 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	48								

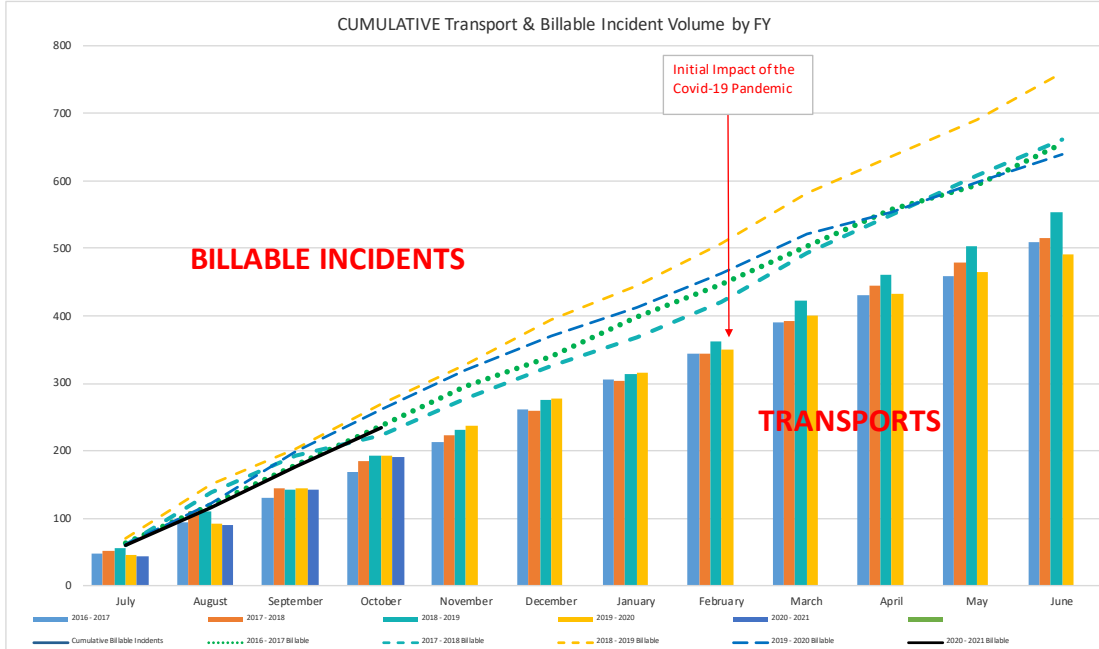
Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52	67	58	68	50	61	75	54	56	69
2019 - 2020 Billable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



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	190								

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	234								



CLSD RUN DATA for the PRECEDING 12 MONTHS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

MONTH MOST CURRENT ON TOP	INCIDENTS		PCR		RESIDENT		ALS		DAYTIME		NIGHT		TOTAL		LANDING		DRY RUN		T&R		TO RCMS		FROM RCMS			
	PATIENT CONTACT IN-FIELD		PATIENT CARE RECORD		RESI- DENT	NON RES	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		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-Oct	84	84	63	58	54	16	47	47	68		16		48	48	9	7	22	17	11	16	0	2	13	11	0	0
20-Sep	84	94	63	66	43	18	53	51	64		16		53	54	15	12	17	20	10	23	1	0	9	13	0	1
20-Aug	79	85	56	61	57	9	45	41	63		16		45	45	5	11	22	22	11	13	3	1	14	13	0	3
20-Jul	79	84	57	61	53	14	44	45	63		16		44	45	7	9	18	11	13	16	2	2	19	11	0	0
20-Jun	47	67	42	38	31	10	27	29					27	30	5	7	5	15	15	8	0	0	7	7	0	7
20-May	67	87	38	58	39	10	29	41					30	42	7	5	15	19	8	14	0	4	7	10	1	0
20-Apr	65	78	44	53	43	5	31	31					33	38	4	5	10	20	11	15	1	1	6	8	2	3
20-Mar	73	108	61	79	55	13	47	49					49	60	6	8	10	27	10	17	3	7	14	10	0	8
20-Feb	69	82	47	63	47	10	30	35					34	49	1	6	16	20	16	13	1	4	11	10	0	6
20-Jan	64	71	49	47	40	6	38	27					39	38	6	4	14	17	11	9	1	2	8	5	0	7
19-Dec	67	100	51	62	51	8	36	29					40	44	4	4	7	29	11	18	1	2	10	10	0	6
19-Nov	71	89	55	54	59	6	42	31					43	39	8	4	18	20	12	16	1	1	13	5	1	1
	849	1029	626	700	572	125	469	456	258	0	64	0	485	532	77	82	174	237	139	178	14	26	131	113	4	42
	Patient Contacts		PCR		RES / NON RES		ALS		Daytime		Night		T:Transports		LZ		DRY RUN		T&R		TO RCMS		FROM RCMS			

82% 18%

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

District Administrator:

- FYI: Covid vaccine implementation planning is in progress in both counties. The Pfizer vaccine requires negative 75 degrees Celsius for storage making operational and logistical challenges for transportation, storage, thawing, dispensing, etc. and takes two doses 21 days apart. The Moderna vaccine does not require as cold storage and takes two doses 28 days apart. Patients must be monitored for 15-30 minutes afterwards to monitor for reaction.
- The Annual Audit on-site visit was Nov 4-6th. We are awaiting the preliminary numbers the first week in December. The exit interview did identify any findings.
- Rural EMS Training Collaborative (REMSTC): the core CLSD group has met twice and establishing an annual Master Calendar. In CY 2021, we are anticipating multiple offerings of the Public Safety/Title XXII course, an EMT class from Jan – Jun, and an EMR course in the Fall. An application has been submitted to CVEMSA to be a certified Public Safety Course provider. Surveys of the District Fire Chiefs are circulating to assure we are aware of their training needs. Goldie Pounds is acquiring all the Covid-related changes for CPR from the American Heart Association and will assure mandated changes to way coursework is delivered as well as instructor training will be completed by the due date at the end of January 2021. There are various other program plans identified but scheduling is on hold depending on outcomes of the pandemic.
- All on-line access in place for cost reporting and drawing down of grant funds. The first draw was completely successfully. The Project Director (Chris Ottolini) and the DA have been attending SAMHSA (Substance Abuse Mental Health Services Administration) webinars to assure compliance with mandated reporting. With the new DA arriving, we will submit a request for a change in key personnel making him the new Program Director.
- In the news this week, Purdue Pharma pleaded guilty in their role in the opioid crisis. If CLSD realizes any part of the calculated nearly \$1.7M in the Special Districts joint claim, we may want to consider paying down/off the CalPERS unfunded liability.
- Status of the ambulance? Do they have the chassis?
- The EMT class concluded on Nov 21st. Seven students successfully completed and passed the didactic and clinical portions of the class. After the long suspension of the class back in the Spring due to Covid and class resumed under an Safety Plan approved by CVEMSA.
- CLSD supplied RCMS (Ara Chakrabarti) a Letter of Support to assist with the renewal of their designation as an alternative ambulance receiving facility due to expire 12/31/20.
- The DA is also participating in data collection and analysis to help rationalize a higher rate of reimbursement for RCMS for those UC visits that qualify for Emergency Room visits.
- Submitted an application for a third round of CARES (Coronavirus Aid, Relief, and Economic Security Act) funding.
- 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. Gov. Newsom pull the “emergency brake” as state and national rates are dramatically increasing. Restrictions will remain tight and there is widespread public health concern that the holidays ahead will cause mass spread of Covid. Watch for 2-3 week spikes in numbers after Thanksgiving and Christmas.
- Researching HR / Employee Handbook software.
- Congratulations to Bronwyn Golly and Evan Dilks for being honored by Mendocino Health Alliance as Rural Health Powerhouse(s) for their dedication and service for the healthcare of our community. They were honored as part of National Rural Health Month 2020.

Operations Manager:

Deployment / Staffing

- New supervisor structure in place. First supervisor meeting held with Bronwyn Golly, Megan Ryan and John Huff attended.
- Mason Wilkinson, one of our newer full time paramedics, has resigned effective Dec 29. He is moving to Oregon.
- Mendonoma Health Alliance honored rural health care workers during National Rural Health Day.
- Chris Ottolini is fully engaged in Rural Grant position
- THANK YOU BOD for providing Thanksgiving food for the crews.

Facility

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

Vehicles/Equipment / Supplies

- New ambulance is on order no ETA
- General maintenance this month

Community events / Training

- EMT class had final with 7 students passed.
- RCMS staff members trained in CPR low turnout...4 people.