

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

AGENDA

REGULAR MEETING OF BOARD OF DIRECTORS

>>> Monday, 4:30 pm – July 5th, 2010 <<<

Bill Platt Training Center
Coast Life Support District Station, Gualala, CA

1. Call to Order Kaplan
 2. Adoption of the Agenda
 3. Minutes Approval
 4. Privilege of the Floor – Public Comment

 5. Old Business – Information and/or Action Foster
 - Election Resolution – Action
 - Auditor Designation – Action

 6. New Business - Discussion Kaplan
Rice
 - Board Vacancy
 - Interim AHUC Options

 7. Reports
 - Treasurer
 - Board Members
 - District Administrator
 - Staff

 8. Executive Session – CLOSED TO PUBLIC Kaplan
 - District Administrator Annual Performance Review

 9. Other
 - General announcements
 - Future agenda items & meeting dates

 10. Adjournment
- Scheduled Board of Director meetings:
 - Monday, September 20, 4:30pm, Bill Platt Training Center

COAST LIFE SUPPORT DISTRICT
Post Office Box 1056 • Gualala, California 95445
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**MINUTES OF THE JOINT MEETING OF THE
BOARD OF DIRECTORS Of Coast Life Support District and
Redwood Coast Medical Services
May 24th, 2010**

Call to Order. President Kaplan called the meeting to order at 10:00 a.m. CLSD Directors present: Kaplan, Schwartz, Scanlon-Hill, Haverty, Moe, Rice, and Dodds.

Adoption of the Agenda. Director Schwartz moved to adopt the agenda; Director Rice second, all ayes.

Old Business:

- **Community Healthcare Working Group (CHWG) Update:**

Board President Kaplan reviewed the history, objectives and process taken by the CHWG to date. The Stroudwater Report was discussed. The report included an economic feasibility study, market analysis, on site interviews, regulatory and legal issues, a facility model, assumptions, and a financial analysis. There was a question and answer period.

Recommendations by the CHWG included:

1. The need for more information before a final decision.
2. The need to visit other Critical Access Hospitals in California, Nevada and Washington.
3. Research of California regulatory requirements
4. Further local economic study
5. Timeline: Data gathering to support a go/no-go decision in October 2010, and if "go," a community engagement plan beginning in February of 2011.

Adjournment. Director Schwartz moved for adjournment, Director Moe second, all ayes. President Kaplan adjourned the meeting a 11:30 a.m.

Minutes approved by:

Signature

Date

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**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
May 25th, 2010**

Call to Order. President Kaplan called the meeting to order at 4:30 pm. Directors present: Kaplan, Schwartz, Scanlon-Hill, Haverty, Moe, Rice, and Dodds.

Adoption of the Agenda. Director Dodds moved to adopt the agenda; Director Schwartz second, all ayes.

Approval of March 2010 Board Minutes. Correction (see Other) made to read: "A working committee to review and revise if necessary" Director Dodds moved, Director Schwartz second, all ayes.

Privilege of the Floor. ICO reporter, Lisa Walters, inquired about continued collection of the AHUC tax. The topic to be discussed later in the agenda.

Old Business-Information and/or Action:

- **Budget Presentation:** Board Treasurer Rice presented a guidance review of the 2010/11 FY Preliminary Budget.
- **Resolution 191** Adoption of Tax Rate for Fiscal Year 2011 was reviewed. Director Scanlon-Hill moved, Director Dodds, second, 5 ayes, 2 noes, passed.
- **Resolution 192** Adoption of the Ambulance Rates for Fiscal Year 2011 was reviewed. Director Schwartz moved, Director Dodds second, all ayes.
- **Resolution 193** Resolution of the Governing Board of Coast Life Support District of The State of California Requesting Fund Transfer Under Article XVI, Section 6 Of The State Constitution: Director Schwartz moved, Director Dodds second, all ayes.
- **Resolution 194** Adoption of Preliminary Budget for Fiscal Year 2011: Director Scanlon-Hill moved, Director Moe second, 6 ayes, 1 no, passed.
- **Resolution 195** Resolution of The Board of Directors of Coast Life Support District, State of California, Adopting the Proposition 4 Appropriation Limit for the Fiscal Year 2010-2011: Director Scanlon-Hill moved, Director Schwartz second, all ayes.
- **Resolution 196** Resolution of The Board of Directors of Coast Life Support District With Redwood Credit Union Authorizing a Change in Signatures on the District Business Checking Account: Director Dodds moved, Director Moe second, all ayes.
- **Community Healthcare Working Group Update:** Director Kaplan proposed that the group research other Critical Access Hospitals.

New Business: none

Reports:

- **Director Scanlon-Hill:** The EMT class graduated 9 students, all volunteer fire department personnel.
- **District Administrator.** DA Foster's report as included in the packet was received.
- **Operations Manager.** Ops Manager Dilks's report as included in the packet was received.
- **Business Manager.** Bus. Mgr. Bold's Accounts Receivable/Write-off report for the month of April 2010 was received. Director Dodds moved, Director Rice second to approve the report. All ayes.

Other:

Board Meeting Dates (all meetings at the Bill Platt Training Center, CLSD Station, at 4:30 unless otherwise noted):

- Tuesday, July 5th

Adjournment. Director Schwartz moved for adjournment, Director Moe second, all ayes. President Kaplan adjourned the meeting a 7:15 pm.

Minutes approved by:

Signature

Date

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. _____**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE COAST LIFE SUPPORT DISTRICT,
STATE OF CALIFORNIA, ORDERING AN ELECTION TO BE HELD AND REQUESTING
CONSOLIDATION WITH THE NOVEMBER 2, 2010 GENERAL DISTRICT ELECTION**

WHEREAS, an election will be held on November 2, 2010 in the Coast Life Support District for the purpose of electing District Directors to fill positions that will expire in 2010;

BE IT THEREFORE 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 territory or in territory that is in part the same.

The foregoing RESOLUTION was introduced by Director _____, who moved for its adoption, seconded by Director _____, and then adopted on roll call by the following vote on this 5th day of July, 2010:

Director_____Aye___No___Abstain___

Director_____Aye___No___Abstain___

Director_____Aye___No___Abstain___

Director_____Aye___No___Abstain___

Director_____Aye___No___Abstain___

Director_____Aye___No___Abstain___

Director_____Aye___No___Abstain___

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

District Secretary

**Coast Life Support District
District Administrator's Report
July 5th, 2010**

1. Communications. We continue to find adventure in our project to relocate our radio equipment from the Bluff Top tower in Point Arena. We have cancelled plans to build a radio room and erect a tower at the Redwood Coast FPD station. A last-minute change by Mendocino County to transfer their equipment from Bluff Top to the AT&T tower gave us an opening to consolidate with them, under a blanket lease for \$1/year. Further, Sonoma County has agreed to establish a microwave connection to the Fish Rock tower, linking the two counties' microwave systems and giving us exception dispatch and communications coverage in the District's northern sector. By eliminating the need for our own tower and support station, leased lines, and the associated equipment with the original project, we have saved ~\$20K in capital costs and avoided permanently ongoing lease costs for dedicated telephone line use. The bi-county microwave connection is also the first step in expanding tactical network coverage into the southernmost District.
2. Fair Political Practices Commission – Conflict of Interest Code. We are due for a review of our Conflict of Interest Code and reports to the state commission. Our current code has an outdated Designated Position structure; I will explore the requirement for revising with either an administrative correction or an amended or replacement resolution for the September meeting.
3. Finance
 - a. Accounts Receivable. I have reviewed the Accounts Receivable report and find it within normally expected parameters.
 - b. Budget Performance. I anticipate the Finance Committee will soon review the final quarter's performance, and initial (pre-audit) figures for the year end.
 - c. Pending board approval, I will contact Jim Sligh about scheduling our annual audit.

/s/

Scott Foster
District Administrator

COAST LIFE SUPPORT DISTRICT

Operations Manager's Report For July 5, 2010

Deployment / Staffing

ALS (M-120) was staffed 100% and second out BLS (B121) was staffed 100%. There was one third out activation. Medic 576 (Guerneville) transported one. The two new EMTs continue to progress well and are scheduled to complete they're probationary period and initial training cycle in August. Annual evaluations were completed.

Facilities

No major repairs pending. We have a new county-ordered furlough worker starting this week. Primary focus will be the front landscaping.

Vehicles/Equipment

All vehicles and equipment are in service and in good working order. All preventive maintenance is current. Big Red had a moderate repair requiring a new radiator.

Communications

We have made arrangements to get on the AT&T tower off Zettler road in Point Arena. We have abandoned the Point Arena Fire station plans. This is very good news and will progress the overall communication plans faster and at a lower cost.

Nurse advice line

There were 21 calls; 14 were triaged and 8 had ER dispositions.

Business Manager's Report

By Terry Bold

Email: billing@clsd.ca.gov

July 5th, 2010

Replenishment Vouchers: Replenishment vouchers for deposit to the Redwood Credit Union checking account from the Sonoma County FAMIS account for the periods were authorized by either Evan Dilks or Scott Foster:

1. May 7th – June 3rd, 2010 in the amount of \$85,769.42
2. June 4th – June 21st, 2010 in the amount of \$44,833.09
3. June 22nd-June 30th, 2010 in the amount of \$71,926.39

Accounts Receivable Report: I have reviewed the May 2010 Accounts Receivable report and find it to be within normally expected parameters.

Coast Life Support District

Monthly - Call, Write-Off, Aging, & Account Balance Report

MAY

2010

ALS Transports	29
BLS Transports	9
Dry Runs	26
ALS/BLS Treat & Release	4
Total	68

Gross Accounts Receivable Balance: **\$179,989.87**

AMBULANCE REVENUE **\$126,920.00**

Payments Posted: **\$32,784.15**

WRITE-OFFS:

MediCare-Required	\$42,340.24
Medi-Cal Required	\$37,658.28
Collections Agency	\$7,947.60
Board Approved Write-Offs/No Estate	
Insurance Write-Off	
Credit Adjustment	
Reverse Prior Month Adjustment	

Total Write-Offs for This Month **\$87,946.12**

New Gross Accounts Receivable Balance: **\$186,179.60**

Aging Report to

CURRENT	\$94,895.59
30-60 Days	\$32,274.74
60-90 Days	\$10,590.76
90+ Days	\$48,418.51

New Gross Accounts Receivable Balance: **\$186,179.60**

FAMIS ACCOUNT: **\$298,764.47**
Redwood Credit Union Checking: **\$54,919.06**

Board Approval: _____ (Date)

Secretary: _____ (Signature)