

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

>>> **4:30 PM, April 30th, 2018** <<<

Delayed start time to accommodate the Board attending the "9 Ways to Save a Life" training 3 – 4:30 PM

The community is welcome to attend this training

LOCATION CHANGE: North Gualala Water Company – 38958 Cypress Way, Gualala, CA 95445

1. **4:30 p.m.** Call to Order Hughes
2. Adoption of the agenda Hughes
3. Minutes Approval Hughes
4. Privilege of the floor Hughes
5. New Business
 - a. Sonoma County grant: Lynda Hopkins, \$12K support for our EMT Program Caley
6. Old Business
 - a. Measure E update Hughes/Caley
 - b. Discussion: potential non-voting Community Member appointed to BOD Beaty
 - c. Board goals Hughes
 - d. Medicare billing for transports to RCMS – update Caley
7. Reports:
 - a. Finance: YTD
 - i. Wittman ambulance revenue – YTD Beaty
 - ii. Expenses
 - b. Communication Committee Bower/André
 - c. MHA update Tittle
 - d. Customer Survey Report: deferred (report quarterly?) Caley
8. DA report Caley
 - a. Ambulance run data
 - b. DA Summary Report – read in advance and will have Q & A
9. **NEXT MEETINGS:** Scheduled Board of Director meetings are held routinely scheduled on the 4th Monday of the month at 4:00 PM at the CLSD Bill Platt Training Center unless otherwise noted. Upcoming meetings are:
May 28, 2018 – CHANGED to MAY 21st away from 4th Monday as it is Memorial Day
Jun 25, 2018
July 23, 2018
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
MAR 26th, 2018

Call to Order: Director Hughes called the meeting to order at 4:00 p.m. at the Bill Platt Training Room. Present: Directors: André, Bower, Beaty, Schwartz, Tittle, and Villagomez. Also, present: District Administrator Caley, Ops Manager Evan Dilks, and Executive Assistant Robin Bean.

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

Approval of Feb 26th, 2018 Board Minutes: Director Beaty moved to approve the Feb 26th meeting minutes and was seconded by Director Schwartz. All ayes.

Privilege of the Floor – Public Comment:

- **Patient letter of appreciation:** A patient's letter of appreciation was read to the BOD whose life was saved by the combined efforts of the State Parks Lifeguard and CLSD EMT: Scott Kwan, as well as CLSD paramedics and Fire First Responders. The collaborative efforts saved the man's life just as he nearly succumbed to drowning.
- **North Sonoma Coast Fire Protection District endorsement of Measure E:** Leigh Mueller, representing the NSCFPD, expressed interest in their BOD making an endorsement of the CLSD Measure E (renewal of the Appropriations Limit). The topic was discussed and further action will be updated at the April BOD meeting.

New Business: Presentation

- Search Committee Recommendation for new Board Director:** The BOD nominating committee recommended Chrystal Villagomez as the new appointee to fill the Rich Perry seat due to his resignation. Director Schwartz moved to approve this appointment, Director Beaty seconded, all ayes.
- Swearing in of the New CLSD Director:** Ms. Villagomez raised her right hand, as Director Hughes read her the "Oath of Office" she repeated her oath of allegiance and was officially sworn in. Director Villagomez took her position on the Board. The term she fills will expire the first week in Dec 2018. She will run as an incumbent in the November General Election for a 4-year term.
- Presentation: CLSD CPR and Community Events Program:** CPR & Community Events Coordinator Goldie Pounds shared with the BOD:
 - **Video: Small town saves stranger from heart attack.** "CPR Marathon: More Than Two Dozen Responders Resuscitate Neighbor for 96 Minutes". Shows the importance (not just a few individuals) of community involvement in CPR
 - **CPR 1st Aid Training** – Hands on training involved (3-4 hrs.). CLSD has given training to employees of RCMS, Coastal Seniors, Gualala Arts Center, etc.
 - **Community Class:** "9 Ways to Save a Life" instruction on 1st Aid & Hands on CPR. CLSD has instructed Local Middle and High School employees. 1st responders for Little League, Point Arena Light House, Gualala Lions Club, The Rotary, etc.
 - **1st Aid Box:** CLSD 1st Aid Boxes for purchase (available at CLSD) at \$30 each initially and only \$10 to restock supplies in future.

CLSD's CPR and Community program is always ready and willing to teach our community. The BODs all agreed to take the "9 Ways to Save a Life" class prior to the next BOD meeting to learn the various simple ways to save a person's life and encourage the community to do the same. The April BOD meeting was pushed back one week to April 30th (DA's travel to National Rural EMS Conference). The BOD will attend the 9 Ways to Save a Life from 3:00 – 4:30. The BOD meeting will officially begin at 4:30.

- Preliminary Capital/Equipment Reserve Targets: Capital Improvements v. Depreciation discussion:** Ops Mgr. E. Dilks introduced the Preliminary schedule, which includes:

- **Vehicles:** Ambulance estimated replacement (10 yr. or 200 miles). Anticipated 4% cost increase to ambulance cost (need to prepare for FY2021 ambulance replacement)
- **Equipment:** Cardiac Monitors (having a backup unit) and Power Gurney life and replacement, purchase of a manual stair chair, etc.
- **Facilities:** upcoming maintenance: Roof, Parking Lot, and HQTRS painting and carpet replacement.
- **Phone system:** update to outdated phone system (TBD)

Also, b/c of standing up a second ALS unit, identified the need to purchase an additional cardiac defibrillator as one is aging out its life span but will be placed into a "back-up" piece of equipment. A motion by Director Beaty, seconded by Director Schwartz, the BOD unanimously approved the non-budgeted purchase in FY18 for \$29K (Monitor \$24K with 4 year warranty beyond initial 1 year for \$4K).

- e. **Discussion: potential non-voting Community Member appointed to BOD:** 1 or 2 community members to serve on BOD (following same policy held as BOD's). Seat would understand and support the mission (possible BOD future infusion). Discussion included input there are known community members interested in serving in some capacity but the four-year commitment as Board Director prohibitive. D. A. Caley and Director Beaty to seek County Counsel before any action is determined.
- f. **Community Tower and Lease** - (started 11/30/2010) \$5,500 currently owed. Normal monthly lease is \$62.50. Awaiting invoice.
- g. **FY16/17 Ambulance Operational Cost per Transport** - D.A. Caley presented his finding regarding CLSD's cost per transport. The Ambulance Net Payments, Billable incidents, Intergovernmental Transfer (IGT), Ground Emergency Medical Transportation (GEMT), and over all expenses were used for this analyses. CLSD's cost per transport is about \$909 to \$1,111 (variance allows for loss in federally funded IGT & GEMT programs).

Old Business:

- a. **Measure E update:** The Appropriations Limit measure is on ballot for both Counties. CLSD has received the County County's Impartial analysis for upcoming June 5th ballot. Argument in favor was submitted. No arguments against were filed.
- b. **CLSD Reserve Policy – Discussion: targeted levels for reserves: Reserve Policy:** Except for minor word change in section #7: "Minimal" to "Target" levels, the FC unanimously agreed to a six month reserve policy.
- c. **Board goals** – Board goals reviewed. All goals are in progress or have been completed.
- d. **Medicare billing for transports to RCMS – update:** D.A. Caley had a teleconference last week regarding the Medicare billing for transports to RCMS (previously received denial letter). CLSD is seeking to have RCMS (a non-hospital providing emergency services) be recognized as if a hospital. A final request for regulatory changes was sent. Currently, awaiting answers to questions that came out during the teleconference. Updated information will be reported when available (estimated to be about 30 days).

Reports:

a. Finance: YTD

- i. **Wittman ambulance revenue – FY18:** The "Wittman CLSD (YTD) Report" was reviewed. Feb. gross charges \$272,815. Net receipts received for Feb. \$54,487. Last month a query to Wittman was initiated regarding CLSD's lower than expected net receipts in December '17 and January '18. Prior trends have shown higher than average monthly net receipts (follow) a high net charges month (Nov '17 net charges at \$300,041 was a record high). Wittman's response pointed to payor mix being the biggest factor, but

a standard hold of MediCare billing in January as it is the start of a new year and patients deductible balances reset - added to the lower than expected net receipts.

ii. **Expenses – FY17 YTD:** Expenses continue to be within budget.

b. P&L Actuals vs Budget: FY17 Report:

i. Board of Directors reviewed the "P&L Actuals vs Budget" Report.

a. Ambulance dispatch and transport data YTD: There were (38) transports in Feb. with a cumulative volume of (372). There were (53) billable incidents with cumulative volume of (421).

c. **180+ Day Aging:** In February, E.A. Bean reviewed aging claim (120+ day aging). The A/R Balance at \$523,210, when adjusted down for the CSM transports in limbo (~\$45K) is \$478,210. A new list of aging claims is currently underway (~\$40k up for review at next Sub-Finance Committee). E. A. Bean continues to monitor and take the correct course of action regarding the aging claims.

d. **Communications Committee:** Focus has been toward Measure E. Bonnie Plakos, is in the process of compiling and adding hyperlinks to CLSD's new website in development.

e. **MHA- RCMS** has reached out to a law firm and working to become a non-profit. Received grant (43K grant over next 18 months) from Ageis to help put together an Opioid Coalition (for our community). MHA is pulling together schools in Mendocino County, Action Network, RCMS, along with several others to organize these efforts. Also, the Tele-Medicine grant is ending in June. Budgeting is in the works which includes establishing teleconferencing equipment to be installed in the CLSD training room to facilitate better participation for meetings and minimizing commuting requirements. The equipment will also be used for medical education as well potentially for distant learning programs that will be made accessible for our community.

Customer Survey feedback: - 21 responses in the last two months. Overall, feedback is positive and our rating consistent.

DA report:

a. **Ambulance run data**

b. **DA Summary Report – read in advance and Q & A during meeting.**

Next Board of Directors Meeting: Monday April 30th: The Board will attend the "9 Ways to Save a Life" course from 3:00 – 4:30. The Board meeting will officially begin at 4:30 (instead of the normal 4:00 p.m. start time).

Monday, Apr. 30th, 2018 – the 5th Monday of the month to accommodate D.A. travel to National Rural EMSS Conference.

Monday, May 21st, 2018 – Moved up one week to avoid Memorial Day. Start time is normal 4:00 p.m.

Monday, June 25th, 2018

Adjournment: at 6:13 pm. Director Schwartz moved for adjournment, Director Beaty seconded, all ayes.

Minutes Approved:

_____(Date)_____

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	ADM	NEW A/R BALANCE
FY 17													
APRIL '17	55	197,865	98,027	52,662	5,417	41,759	51,484		51,484		3,399		520,474
MAY '17	36	142,371	79,567	38,383	1,337	23,085	65,743	230	65,513	32,757		1,076	446,364
JUNE '17	61	256,097	112,884	42,394	5,226	95,593	32,542	220	32,322				509,635
FY 18													
JULY '17	60	239,510	135,540	45,593	13,973	44,404	62,014	-	62,114	34,781	1,988	11	455,167
AUGUST '17	78	292,985	132,529	65,944	3,088	91,424	56,944	3,413	53,531	-	-	2,226	495,286
SEPTEMBER '17	43	158,264	61,382	35,655	1,954	59,273	72,870	104	72,767	-	(9)	1,127	482,959
OCTOBER '17	31	126,356	43,683	44,504	6,796	31,373	56,086	177	55,909	-	4,346	200	454,247
NOVEMBER '17	55	300,041	107,310	78,225	(2,518)	117,024	49,971	580	49,391	17,724	-	-	504,156
DECEMBER '17	47	172,167	69,416	63,344	3,929	35,478	50,462	-	50,462	-	-	4	489,176
JANUARY '18	43	163,388	65,539	46,515	2,622	48,711	35,372	-	35,372	20,280	-	-	482,236
FEBRUARY '18	53	272,815	109,275	65,276	2,803	95,461	54,511	23	54,487	-	-	-	523,210
MARCH '18	72	272,061	148,108	52,149	3,021	68,784	40,754	-	40,754	32,164	653	-	518,423

FY To Date	482	1,997,586	872,781	497,205	35,669	591,933	479,084	4,297	474,787	104,949	6,978	3,569
Last 12 Months	634	2,593,919	1,163,259	630,643	47,649	752,369	628,853	4,748	624,105	137,706	10,377	4,644

Monthly Average FY To Date	54	221,954.04	96,975.68	55,244.98	3,963.21	65,770.28	53,231.52	477.47	52,754.06	11,661.01	775.30	396.51
Monthly Average Last 12 Months	53	216,160	96,938	52,554	3,970.73	62,697	52,404	396	52,009	11,476	865	387

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04/13/18

Accrual Basis

Coast Life Support District Profit & Loss Budget Overview July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 - CLSD Special Taxes	1,333,676.45	1,189,328.26	144,348.19	112.1% ¹
4100 - Interest Revenue	100.08	37.50	62.58	266.9%
4200 - Ambulance Revenue	577,065.04	440,624.98	136,440.06	131.0% ²
4400 - Miscellaneous Revenue	14,577.87	2,250.00	12,327.87	647.9% ³
4410 - Intergovernmental Transport(IGT)	0.00	59,999.99	-59,999.99	0.0%
4420 - Ground Emerg Med Transport	0.00	18,750.01	-18,750.01	0.0%
Total Revenue	1,925,419.44	1,710,990.74	214,428.70	
Expense				
5000 - Wages and Benefits	853,195.34	846,208.08	6,987.26	100.8%
6000 - Ambulance Operations	117,237.52	117,442.02	-204.50	99.8%
66000 - Payroll Expenses	318.85			
6700 - Overhead/Administration	117,717.69	182,443.45	-64,725.76	64.5%
7000 - Urgent Care	583,110.00	583,096.50	13.50	100.0%
8000 - Interest Expense	2,379.38	3,375.00	-995.62	70.5%
9000 - Other Expenses	0.00			
9500 - Depreciation Expense	68,738.94	69,089.23	-350.29	99.5%
9999 - Prior Period Adjustment	-6,307.58			
Total Expense	1,736,390.14	1,801,654.28	-65,264.14	
Net Ordinary Operating Surplus	189,029.30	-90,663.54	279,692.84	
 Net Revenue	 189,029.30	 -90,663.54	 279,692.84	

1. Early parcel tax payments to County forwarded to CLSD ahead of normal payment schedule
2. NET BILLING: *Ref Wittman YTD Report (acc 4200+Column F minus H/K/L).
3. Revenue due to CPR Program
4. \$10,833/mo x 9 months = \$97,497 for Urgent Care increase and covered by UC reserves.

3:05 PM
04/13/18
Accrual Basis

Coast Life Support District Profit & Loss Budget Overview July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Bud...	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 - CLSD Special Taxes				
4001 - Mendocino County Taxes				
4004 - Mendocino Ambulance Tax	379,832.19	358,248.01	21,584.18	106.0%
4009 - Mendocino Urgent Care Tax	269,171.74	253,445.26	15,726.48	106.2%
4010 - Mendocino Ad Valorem Tax	79,606.31	69,503.99	10,102.32	114.5% ¹
4001 - Mendocino County Taxes - Other	0.00	0.00	0.00	0.0%
Total 4001 - Mendocino County Taxes	728,610.24	681,197.26	47,412.98	
4002 - Sonoma County Taxes				
4024 - Sonoma Ambulance Tax	331,055.84	279,439.51	51,616.33	118.5%
4029 - Sonoma Urgent Care Tax	274,010.37	228,691.49	45,318.88	119.8%
Total 4002 - Sonoma County Taxes	605,066.21	508,131.00	96,935.21	119.1% ²
Total 4000 - CLSD Special Taxes	1,333,676.45	1,189,328.26	144,348.19	
4100 - Interest Revenue	100.08	37.50	62.58	266.9%
4200 - Ambulance Revenue				
4201 - Amb Transport Billings	577,065.04	450,000.00	127,065.04	128.2% ³
4228 - Writedowns-District Res. Disc.	0.00	-9,375.02	9,375.02	0.0%
Total 4200 - Ambulance Revenue	577,065.04	440,624.98	136,440.06	
4400 - Miscellaneous Revenue	14,577.87	2,250.00	12,327.87	647.9% ⁴
4410 - Intergovernmental Transport(IGT)	0.00	59,999.99	-59,999.99	0.0%
4420 - Ground Emerg Med Transport	0.00	18,750.01	-18,750.01	0.0%
Total Income	1,925,419.44	1,710,990.74	214,428.70	
5000 - Wages and Benefits				
5200 - Health Insurance	79,747.18	81,000.00	-1,252.82	98.5%
5300 - Payroll Taxes Emplr Costs	22,751.77	24,093.00	-1,341.23	94.4%
5350 - PERS Employer Costs	67,750.83	68,301.76	-550.93	99.2%
5405 - Administration Salaries				
5405.1 - Admin Salaries-Alloc/UC	-17,043.03	-17,043.02	-0.01	100.0%
5405 - Administration Salaries - Other	167,430.58	164,827.08	2,603.50	101.6%
Total 5405 - Administration Salaries	150,387.55	147,784.06	2,603.49	
5410 - Ambulance Operations Wages	467,177.56	461,534.26	5,643.30	101.2%
5430 - Extra Duty/Stipend Pay/DA	35,686.66	33,800.99	1,885.67	105.6%
5500 - Work Comp Insurance	29,693.79	29,694.01	-0.22	100.0%
Total 5000 - Wages and Benefits	853,195.34	846,208.08	6,987.26	
6000 - Ambulance Operations				
6030 - Med. Director Fee-non AHUC	28,350.00	28,350.00	0.00	100.0%
6040 - Dispatch Services	19,122.34	18,292.00	830.34	104.5%
6050 - Misc Reimbursements	5.00			
6100 - Station/Crew Expenses				
5100 - Uniforms & Med Tests	2,036.56	3,749.99	-1,713.43	54.3%
6101 - Facility Repair & Maintenance	989.55	7,050.01	-6,060.46	14.0% ⁵
6102 - Facility Furniture	1,749.73	0.00	1,749.73	100.0%
6110 - Supps, Rental, Clean. etc	4,671.30	9,750.01	-5,078.71	47.9%
6210 - Veh. Repair & Maintenance	15,077.71	13,500.00	1,577.71	111.7%
6240 - Vehicle Fuel	15,657.37	11,250.00	4,407.37	139.2%
6320 - Licenses and Permits	129.00			
6410 - Radios & Comm Equip	3,728.51	3,000.01	728.50	124.3%
6510 - Medical Supplies & Equip	25,321.95	18,000.00	7,321.95	140.7% ⁶

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04/13/18

Accrual Basis

Coast Life Support District Profit & Loss Budget Overview July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Bud...	% of Budget
Total 6100 - Station/Crew Expenses	69,361.68	66,300.02	3,061.66	104.6%
6980 - Misc. Employee Train. Exps	398.50	4,500.00	-4,101.50	8.9%
Total 6000 - Ambulance Operations	117,237.52	117,442.02	-204.50	
66000 - Payroll Expenses	318.85			
6700 - Overhead/Administration				
6180 - Utilities	9,907.69	9,000.00	907.69	110.1%
6188 - Telephone	6,114.56	4,500.00	1,614.56	135.9%
6300 - Insurance	12,846.75	12,750.00	96.75	100.8%
6713 - Ambulance Billing	26,041.92	29,064.74	-3,022.82	89.6%
6718 - Office Supp/Equip/Software				
6718.1 - Office Supplies	2,558.08	3,749.99	-1,191.91	68.2%
6718.2 - Computer Equipment	289.90	2,250.00	-1,960.10	12.9%
6718.3 - Software	2,094.33	1,181.25	913.08	177.3%
6718 - Office Supp/Equip/Software - Other	-15.00	0.00	-15.00	100.0%
Total 6718 - Office Supp/Equip/Software	4,927.31	7,181.24	-2,253.93	
6720 - Board Expenses	126.00	1,874.98	-1,748.98	6.7%
6730 - Consultants				
6734 - IT	4,266.00	5,625.00	-1,359.00	75.8%
6735 - EMS Survey	1,554.15	2,624.99	-1,070.84	59.2%
6737 - Financial/Bookkeeping	525.00	3,749.99	-3,224.99	14.0%
6738 - Legal	3,776.00	7,500.01	-3,724.01	50.3%
6740 - Audit	8,750.00	6,375.01	2,374.99	137.3%
6741 - Tax Administration - NBS	10,634.18	7,822.49	2,811.69	135.9%
Total 6730 - Consultants	29,505.33	33,697.49	-4,192.16	
6742 - Bank/Merchant Fees	862.61	750.01	112.60	115.0%
6755 - Property Tax Admin	10,681.01	21,749.99	-11,068.98	49.1% ⁷
6760 - Education/Professional Dev	620.25	1,875.01	-1,254.76	33.1%
6765 - Election Costs/Reserve	0.00	35,249.99	-35,249.99	0.0% ⁸
6770 - Dues, Subscrip, Membership	7,034.47	7,500.01	-465.54	93.8%
6788 - Printing & Reproduction	979.44	7,500.01	-6,520.57	13.1% ⁹
6795 - Travel/Transportation	2,099.37	2,250.00	-150.63	93.3%
6970 - Community Dev/Training	5,970.98	7,499.98	-1,529.00	79.6%
Total 6700 - Overhead/Administration	117,717.69	182,443.45	-64,725.76	
7000 - Urgent Care				
7011 - Admin Salaries-Alloc to UC	17,043.03	17,042.99	0.04	100.0%
7050 - UC Contract	566,066.97	566,053.51	13.46	100.0%
Total 7000 - Urgent Care	583,110.00	583,096.50	13.50	
8000 - Interest Expense				
8005 - EMS Interest Expense	0.00	1,125.00	-1,125.00	0.0%
8000 - Interest Expense - Other	2,379.38	2,250.00	129.38	105.8%
Total 8000 - Interest Expense	2,379.38	3,375.00	-995.62	
9000 - Other Expenses	0.00			
9500 - Depreciation Expense	68,738.94	69,089.23	-350.29	99.5%
9999 - Prior Period Adjustment	-6,307.58			
Total Expense	1,736,390.14	1,801,654.28	-65,264.14	
Net Ordinary Operating Surplus	189,029.30	-90,663.54	279,692.84	
Net Revenue	189,029.30	-90,663.54 ¹⁰	279,692.84	-208.5%

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04/13/18

Accrual Basis

Coast Life Support District
Profit & Loss Budget Overview
July 2017 through March 2018

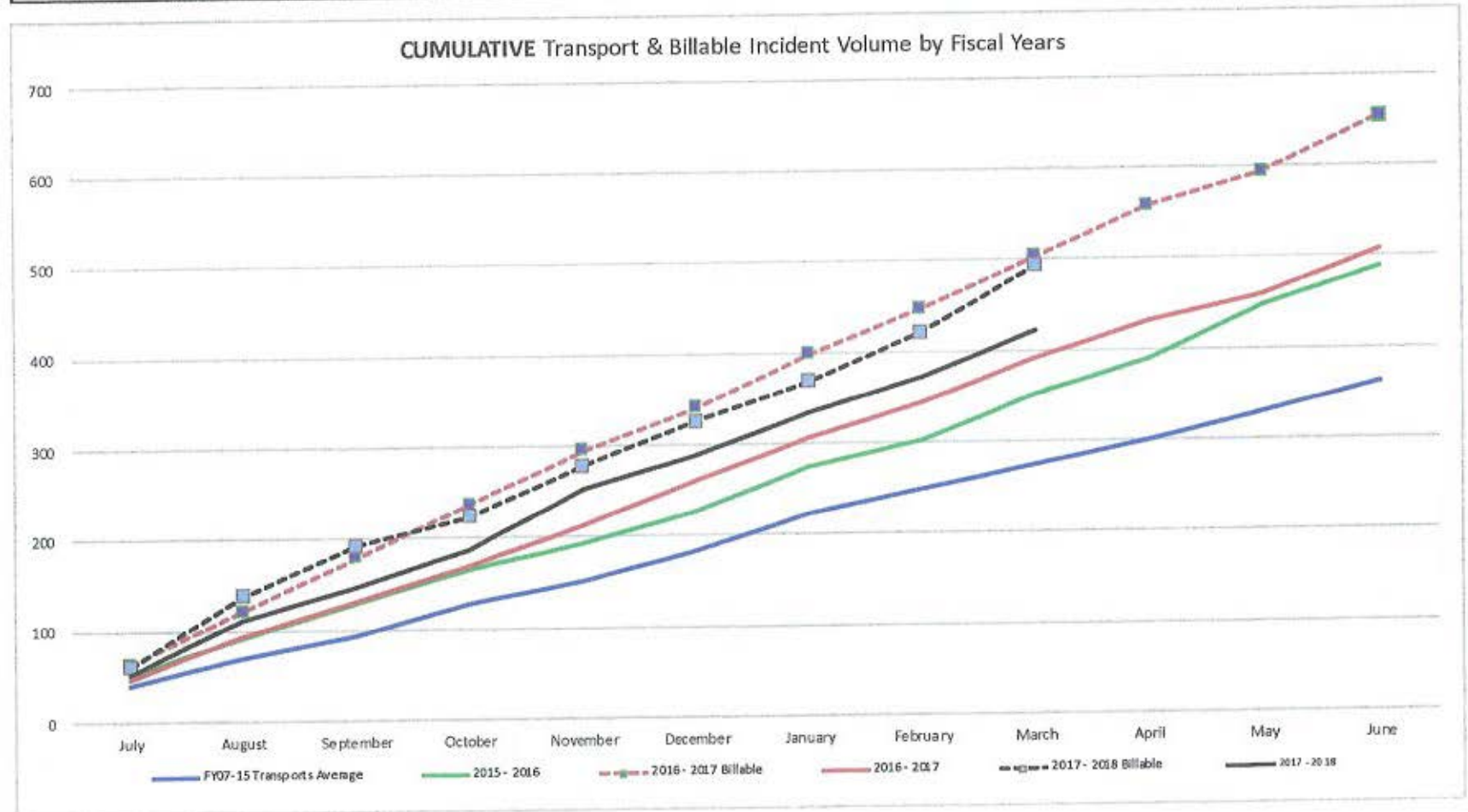
1. Early parcel tax payments to County forwarded to CLSD ahead of normal payment schedule.
2. Early parcel tax payments to County forwarded to CLSD ahead of normal payment schedule.
3. NET BILLING: *Ref Wittman YTD Report (acc 4200+Column F minus H/K/L).
4. Revenue due to CPR Program, American Capital, Donations
5. Upcoming Facility repairs and maint. not yet realized. Budgeted over 12 months.
6. Order for Medical supplies. Budgeted over 12 months.
7. Mendocino County tax fee (38%) Funds rec'd Jan/ expect next funding in May.
8. Upcoming expense
9. Upcoming expense
10. $\$10,833/\text{mo} \times 9 \text{ months} = \$97,497$ for Urgent Care increase and covered by UC reserves.

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	111	147	186	252	288	334	372	422			

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			

CUMULATIVE Transport & Billable Incident Volume by Fiscal Years

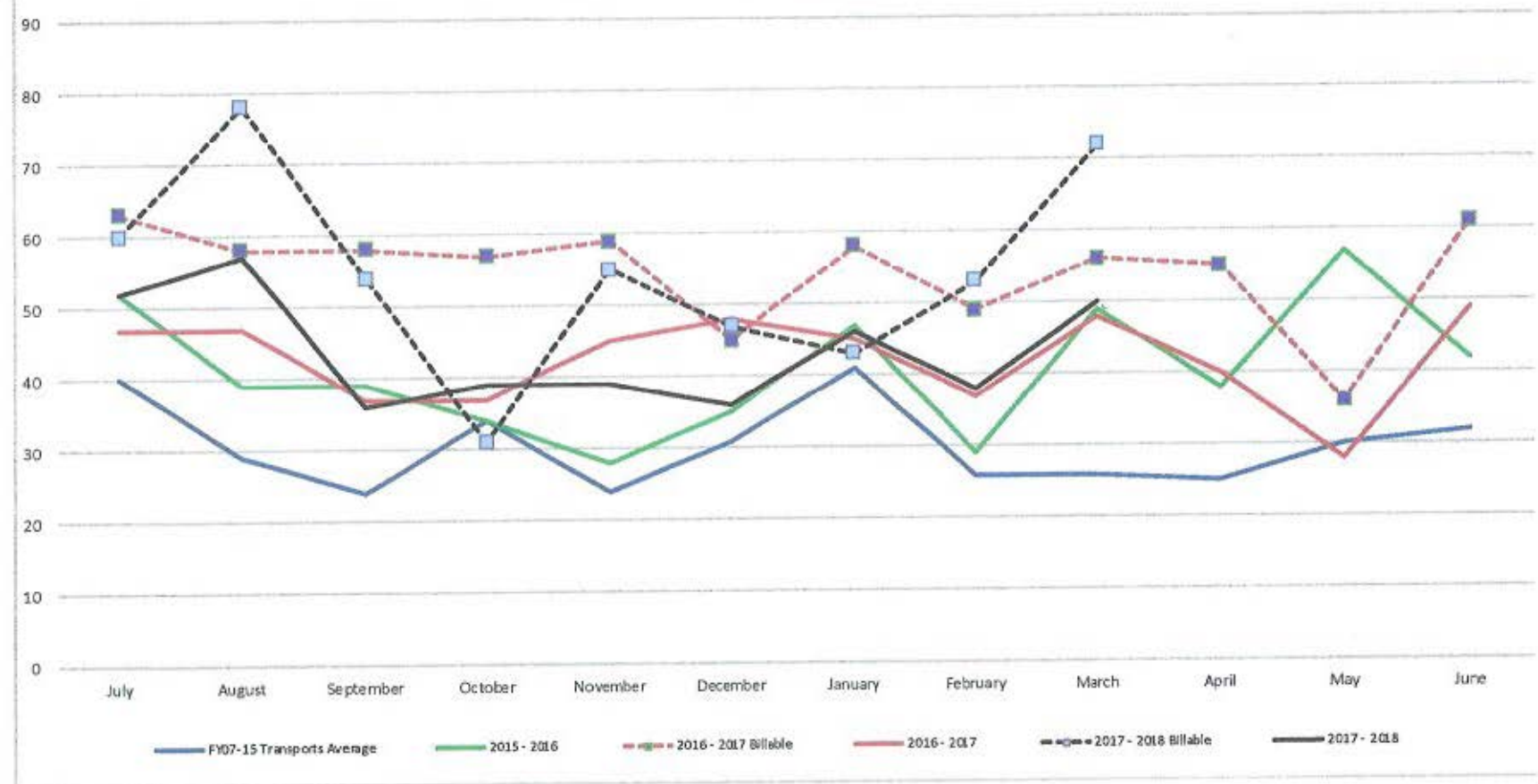


MONTHLY AMBULANCE DATA

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			



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			

MONTHLY Transport & Billable Incident Volume by Fiscal Years



4/13/18

CLSD RUN DATA for the PRECEEDING 12 MONTHS

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
18-Mar	97	91	70	60	37	34	1	4	13	14	1	4	50	48	10	8	25	23	20	12	0	1	3	0	10	6	2	6
18-Feb	63	72	53	53	31	28	2	3	7	9	2	1	38	37	6	3	7	13	13	16	2	4	1	0	4	4	4	3
18-Jan	80	67	59	53	36	28	2	1	10	8	2	0	46	36	2	5	16	17	13	11	7	5	0	2	8	5	7	3
17-Dec	67	95	53	92	28	32	1	6	8	18	0	3	36	48	5	7	17	25	11	10	5	4	2	1	5	3	3	4
17-Nov	90	89	61	58	31	33	0	2	18	12	1	1	49	45	5	5	29	27	12	15	3	5	1	1	9	5	12	6
17-Oct	81	83	54	57	23	24	2	4	16	13	0	1	39	37	4	6	21	22	15	20	2	3	1	0	2	2	9	5
17-Sep	60	74	48	56	28	25	1	1	6	12	1	0	34	37	5	4	12	15	14	19	2	1	0	0	8	8	4	8
17-Aug	121	90	77	61	42	35	3	3	15	12	2	2	57	47	3	8	38	23	22	10	7	6	2	1	7	6	6	5
17-Jul	98	106	62	71	37	30	4	7	15	17	1	1	52	47	9	9	31	31	15	17	4	5	0	1	8	6	7	6
17-Jun	99	90	61	63	33	26	4	6	16	16	2	2	49	42	7	8	28	18	15	23	2	1	1	0	6	3	10	4
17-May	67	101	42	77	20	32	2	10	5	25	0	0	28	57	7	5	21	24	21	10	0	3	0	0	5	3	1	4
17-Apr	84	91	58	60	27	34	2	4	13	14	1	4	40	48	4	8	23	23	18	12	2	1	0	0	10	6	6	6
	1007	1049	698	761	373	361	24	51	142	170	13	19	518	529	67	76	268	261	189	175	36	39	11	6	82	57	71	60
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRY RUN		T&R		TO RCMS				FROM RCMS			

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

District Administrator and Operations Manager's Report
April 2018

District Administrator

- AB2262 update: Amending CLSD's enabling legislation to include Urgent Care Services: Sponsored by Assembly member Jim Wood – AB2262 has cleared both the Health Care Committee and secondarily the Local Government Committee (with amendments), followed by Assembly approval. It is now on to the Senate where no opposition is anticipated because there is no fiscal impact. If approved, then on to the Governor for signature. It would become law Jan 1st, 2019. Also required through the amendment process by the Local Government Committee, CLSD will be required to file an application to the Sonoma County Local Area Formation Commission (LAFCO) to activate our "latent powers" authorized by AB2262.
- Sonoma County Ambulance Ordinance: Continued participation in the dialog, research of best practice, innovative ideas, etc. to craft a new ambulance ordinance, representing rural EMS challenges, participating in Exclusive Operating Area conversation that will ultimately develop a RFP. Minimally, bi-monthly meetings anticipated through July 18.
- Medicare response: Reimbursement for CMS patient ambulance transports to RCMS has been again denied. The even deny that RCMS (as a FQHC – Federally Qualified Health Center) is a physician's office so refuse any reimbursement if stopping there first to stabilize a patient prior to destination. Also, RCMS would have to disassociate itself as a FQHC in order to consider becoming a satellite Emergency Room. Ultimately – this is going to require Federal Level Regulatory change. We'll consider an appeal above the Medicare Regional Office after attending the National Rural EMS Conference (where alternative destinations and reimbursement models will be subjects of break-out sessions) and strategizing with the MHA governing board.
- IGT funds wired first week of April. Anticipating ~\$130K net new funds – estimate May receivable
- FY19 DRAFT budget in development and will be presented at the May meeting
- CLSD website will be ready for beta testing in May
- Engaged in downtown parking initiative seeking alternative parking solutions in consideration of CalTrans streetscape, retail parking challenges, additional secondary parking solutions along Church St.
- Data collection – collaborating with RCMS to collect continuity of care data for ambulance transports to and from RCMS. Plan to trend three years of data for potential baseline information for MHA and potential grant applications
- Coordinating EMT students TB testing, ER or UC clinical shift rotations, and ambulance ride-a-longs
- EMT clinical skills final is all day June 9th. If any BOD would like to volunteer to be a mock-patient, interesting window to learn the proficiencies required of EMT training. Acting skills are not mandatory. Let me know if interested.
- Attending the National Rural EMS Conference in Tucson 4th week in April. It includes a half-day grant writing workshop where I hope to glean current funding opportunities for rural EMS providers. I will provide highlights during the BOD meeting.
- EMS week is May 20-26th. During meeting – would like to formalize a plan. Last year we provided each staff member an insulated lunch box, food containers, water bottle, blue ice; took out an ad in the ICO; and co-sponsored a First Responder appreciation BBQ with RCMS at SCVFD.

Operations:

Deployment / Staffing

- ALS (M-120) staffed 100% BLS (B-121) Staffed 100%
- Second out paramedic has launched for April with 90% coverage. May schedule has 75% coverage currently
- Marcus Bond, new part time paramedic has started covering shifts
- Starting recruitment of one more part time paramedic

Facilities

- Hot water heater control valve went out. Also in all the repairs we had a faulty propane tank that was replaced and a in the wall leak was repaired. Not a big expense this was a time consuming issue over 5 days to arrange repairs.
- Projects that are scheduled for May include; wood refinishing, weeding, drip system / some planting and the bay bathroom will get new floors and paint.

Vehicles/Equipment

- All vehicles / equipment are in good working order.
- The Ford ambulance had all the rivets in all door hinges replaced.
- New ECG monitor was purchased, received and in process of deployment

Community events / Training

- Bronwyn and Bonnie taught North Sonoma Coast Fire CPR
- Goldie attended PA Career Day with an ambulance. After 15-minute presentations and Q & A, students circulated for more in-depth conversations with the presenters. The kids had a very strong affinity to learn more about the work of an EMT and toured the ambulance
- Heidi Horvitz taught our CLSD community class. She wants to be a CLSD CPR instructor. I have given her an application. She has been an independent instructor for a couple of years.
- RCMS is scheduling monthly CPR classes with us now. (6 students this month)
- EMT students have started scheduling their ambulance time. CPR was taught by our staff.
- CLSD was at the Coast Youth Little league opening day with a presentation table. 200 people in attendance.
- 50 employees of the PA schools got certified in CPR / AED / first aid
- Day in the park scheduled for Saturday April 21
- TSR disaster group has shown interest in the 9 ways (50 people)
- CLSD BOD to be taught 9 ways to save before this next BOD meeting