

COAST LIFE SUPPORT DISTRICT

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

AGENDA REGULAR MEETING OF THE BOARD OF DIRECTORS >>> 4:00 PM October 23, 2017 <<< CLSD Headquarters – Bill Platt Training Room

- | | |
|---|-------------|
| 1. Call to Order | Hughes |
| 2. Adoption of the agenda | Hughes |
| 3. Minutes Approval | Hughes |
| 4. Privilege of the floor | Hughes |
| 5. New Business | Hughes |
| a. Recommendation: form ad hoc committee for June 2018 Election | |
| b. Election timelines | Caley |
| 6. Old Business | |
| a. Board goals – update | Hughes |
| b. Board Orientation Manual – Table of Contents | Hughes |
| 7. Reports: | |
| a. Finance: YTD | Beaty |
| i. Wittman ambulance revenue – YTD | |
| ii. Expenses | |
| b. Communication Committee | Bower/André |
| c. MHA update | Tittle |
| d. Customer Survey – July through Sept 2017 | Caley |
| 8. DA report | Caley |
| a. Ambulance run data | |
| b. DA Summary Report – read in advance and will have Q & A | |
| c. Urgent Care Data | |
| 9. December meeting | |
| 10. Adjourn | Hughes |

NEXT MEETINGS: Scheduled Board of Director meetings are held at the Bill Platt Training Center unless otherwise noted.
Upcoming meetings are:
Oct 23, 2017
Nov 27, 2017
Dec 25, 2017 – DANIELA G. PRINCEPALLY



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
Sept 25th, 2017

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 and Tittle. Also, present: District Administrator Caley, Ops Manager Evan Dilks, and Executive Assistant Robin Bean. Absent: Director Perry.

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

Approval of Aug 28th, 2017 Board Minutes: Director Beaty moved to approve the Aug 28th meeting minutes and was seconded by Director Tittle. All ayes.

Privilege of the Floor – Public Comment: David Caley to this time introduced Gayle Forster (Interior Designer). Gayle Forster was instrumental in the re-design of the training room. A well-deserved "Thank You" goes out to Ms. Forster for not only being cost aware, the multiple hours she was involved, but for volunteering her talents (all gratuitous) to ensure that CLSD's Training Room re-design was a success. A heart-felt thank you also goes out to Director Schwartz because without her introducing Ms. Forster this project would not have been so well executed.

New Business:

a. New Auditor: DA. Caley informed the BOD that Craig Collins, CPA decision not to continue auditing services for CLSD. This had been discussed at the Finance Committee meeting where research for a substitute auditor was started. DA Caley presented to the BOD the findings.

- CLSD circulated RFP in 2015
- Reviewed auditing service advertised in the CA Special District Association magazine
- Craig Collin's recommendation: Larry Bain, CPA. 20 years' experience auditing local government entities-with almost 100% Special Districts and small cities.
- North Sonoma coast Fire Protection District recently distributed a RFP (3 responses) and South Coast VFD provided the name of their auditor and content with those services provided
- Implications of a delayed audit (Line of Credit suspension, late filing with CA State Controller's Office – Financial Transaction Report

A detailed discussion took place on the topics (listed below). A unanimous agreement resulted from this discussion to seek to engage Larry Bain. Director Hughes moved to engage Auditor Bain, and was seconded by Director Beaty. All ayes.

b. CLSD-5-year Financial Projections: Director Hughes discussed the CLSD 5-year Financial Projections. Many areas of CLSD's financial position were discussed (revenues, & expenses, reserves, cost of living, projections for future years, capital improvements, etc.) and will consider when assuring financial sustainability.

Old Business:

a. Final Budget: FY18 Final Budget: The BOD reviewed the FY18 Final Budget in

detail. The BOD's agreed with the FC's recommendations (because of the IGT program ending after FY18), of a tiered system of potential reductions to the budget being in place (as a pro-active safety net) resulting in a breakeven budget. It was agreed that the FY18 Final Budget was ready for approval.

- b. **Resolution 251: Adoption of Final Budget for FY18-ACTION:** Resolution 251 was introduced by Director Schwartz moved to adopt the FY18 Final Budget and seconded by Director Tittle. 6 ayes & 1 absent.
- c. **Board Goals – Update:** Director Hughes prepared for the BOD, the Annual Board Goals for FY18. Do to time restraints, Director Hughes motioned to move this discussion to the next BOD meeting for discussion.

Reports:

- a. **Finance: YTD**
 - i. **Wittman ambulance revenue – FY18 August '17:** The "Wittman CLSD (YTD) Report" was reviewed: Aug gross charges \$292,949,510. Net receipts received for Aug \$53,531.20.
 - 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.
 - ii. There were (44) transports in August and Cumulative Volume of (107)
- c. **180+ Day Aging:** In Aug, EA Bean continues to work the 180+ day aging. A new batch is in the works and will be for the FC to review next month.

Communications Committee: No updates at this time.

MHA update:

- Director Tittle shared with the BOD that interviews will commence this week for MHA's open positions.
- MHA's is planning a series of Blood Pressure screenings across the District in the next couple of months to identify hypertension-risk clients, education, and empowerment.

Customer Survey feedback: Overall, CLSD scored in the 97.21% range (out of 100)). The BOD discussed this survey in detail.

DA report: See agenda packet

Adjournment: at 5:24pm. Director Schwartz moved for adjournment, Director Beaty seconded, all ayes.

Next Board of Directors Meeting: 4 pm

- Monday, Oct 23rd, 2017
- Monday, Nov 27th, 2017
- Monday, Dec 25th - TBD

Minutes Approved:

_____(Date)_____

ELECTION CYCLES

2018 June Primary Election

Jan 25th, 2018 BOD - New Business

Feb 22nd, 2018 BOD - Action

Mar 9th, 2018 Ballot Measure drafted + Request for consolidation of election costs

Mar 19th, 2018 Arguments / Impartial Analysis / Rebuttals due



Conduct Election Campaign

Jun 5th, 2018 Election

—————> Impacts Property Tax bills due in 2018

2018 November General Election

Jun 25th, 2018 BOD - New Business

Jul 23rd, 2018 BOD - Action

July 4th, 2018 Notice District Director Elections

July 16th, 2018 Nominations Open

Aug 10th, 2018 Nominations Close

Ballot Measure drafted + Request for consolidation of election costs

Aug 20th, 2018 Arguments / Impartial Analysis / Rebuttals due



Conduct Election Campaign

November 6th Election

—————> Impacts Property Tax bills due in 2019

2019 April Special Election

Nov 26th, 2018 BOD - New Business

~Dec 24th, 2018 BOD - Action

~Jan 12th, 2019 Ballot Measure drafted + Request for consolidation of election costs

~Jan 22nd, 2019 Arguments / Impartial Analysis / Rebuttals due



Conduct Election Campaign

~April 10, 2019 Election

—————> Impacts Property Tax bills due in 2019

Coast Life Support District
New Board Director Orientation Manual

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- 1 Welcome Letter
- 2 Characteristics of Good Board Governance
- 3 Duties of the Board Directors, Chair, Treasurer and Secretary
 - Statement of Economic Interests (Form 700) annually
 - Public Service Ethics Education (every two years)
 - Recognizing Conflicts of Interest
- 4 Director Bias
- 5 CLSD History
 - Synopsis of major events
 - Narrative history
 - Maps of the District (Borders; Transport Distances; Transport Times)
- 5 Enabling Legislation
 - AB4227: Rules, procedures and authorizations establishing the District
 - AB2672: Legislation to annex southern end of the District
 - AB2091: Authority to charge fees or discount fees to residents
 - LAFCO: Local Agency Formation Commission – Municipal Service Review (2004)
- 6 Guide to the Ralph M. Brown Act (2nd edition, revised July 2010)
- 7 Special District Board Member Handbook (CA Special Districts Association, 2017)
 - About Special Districts Guide (January, 2016)
 - Little Hoover Commission: Special Districts - Recommendations for Improving Oversight and Transparency (August, 2017)
- 8 Organizational Charts
- 9 CLSD Mission Statement
- 10 Board Goals
 - FY18: current
 - FY17: Goals and outcomes summary
 - Mendonoma Health Alliance
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- 12 CLSD Ballot Initiative
- 13 CLSD Financials
 - Example Wittman YTD report
 - Example Profit and Loss
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 - EMS Customer Survey
 - EMS Employee Engagement
 - Quality Process
- 15 Community Partners / Elected Officials
- 16 Acronyms

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
FY 17													
OCTOBER '16	57	196,349	102,512	24,757	(48)	69,129	78,359		78,359				461,675
NOVEMBER '16	59	232,994	90,082	32,507	639	109,765	65,481		65,481				505,960
DECEMBER '16	45	191,565	85,425	35,904	77	70,159	44,377	917	43,459	29,017	3,903		499,740
JANUARY '17	58	295,900	135,365	31,436	10,841	118,259	76,233		76,233				541,766
FEBRUARY '17	49	181,705	66,854	54,733	13,899	46,218	48,693	8,003	40,690				547,294
MARCH '17	56	231,976	130,377	48,901	1,833	50,864	58,970	2,000	56,970	(727)	8,318		533,597
APRIL '17	55	197,865	98,027	52,662	5,417	41,759	51,484		51,484		3,399		520,474
MAY '17	30	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	3,222				509,635
FY18													
JULY '17	60	239,510	135,540	45,593	13,973	44,404	62,114	-	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	35,635	1,954	59,273	72,870	104	72,767	-	(9)	1,127	482,959

FY TO DATE	181	690,759	329,450	147,192	19,015	195,101	191,929	3,517	188,412	34,781	1,979	3,364	
LAST 12 MONTHS	657	2,617,580	1,230,544	508,869	58,235	819,932	713,810	14,888	669,822	95,828	17,599	4,440	

Average FY To Date	91	345,379	164,725	73,596	9,508	97,550	95,964	1,758	94,206	17,391	989	1,682	
Average YTD Last 12 Months	55	218,132	102,545	42,406	4,853	68,328	59,484	1,241	55,819	7,986	1,467	370	

Aging - Total Outstanding Dollars As Of Today

Total Aging Dollars (\$464,858.40)



Payment Average - From First Bill to First Payment By Date Range For All Payors



Coast Life Support District
 Profit & Loss Budget vs. Actual
 July through September 2017

	Jul - Sep 17	Budget	\$ Over Bud...	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 - CLSD Special Taxes	396,442.77	396,442.77	0.00	100.0%
4100 - Interest Revenue	0.00	0.00	0.00	0.0%
4200 - Ambulance Revenue	186,240.05	146,874.99	39,365.06	126.8%
4400 - Miscellaneous Revenue	2,253.98	750.00	1,503.98	300.5%
4410 - Intergovernmentl Transport...	0.00	19,999.98	-19,999.98	0.0%
4420 - Ground Emerg Med Tran...	0.00	6,250.02	-6,250.02	0.0%
4430 - Transfer Frm Urgent Car...	32,499.99	32,500.00	-0.01	100.0%
Total Income	617,436.79	602,817.76	14,619.03	102.4%
Expense				
5000 - Wages and Benefits	266,682.63	283,960.98	-17,278.35	93.9%
6000 - Ambulance Operations	41,291.06	40,924.04	367.02	100.9%
6700 - Overhead/Administration	31,406.59	60,814.46	-29,407.87	51.6%
7000 - Urgent Care	194,370.00	194,365.50	4.50	100.0%
8000 - Interest Expense	853.72	1,125.00	-271.28	75.9%
9000 - Other Expenses	0.00			
9500 - Depreciation Expense	24,167.40	23,029.74	1,137.66	104.9%
Total Expense	558,771.40	604,219.72	-45,448.32	92.5%
Net Ordinary Operating Surplus	58,665.39	-1,401.96	60,067.35	
Other Revenue/Expense				
Other Expense				
Net Other Revenue:				
Net Revenue	58,665.39	-1,401.96	60,067.35	

- NET BILLING: High Billing in the Month of Aug. *Ref: Witman YTD Report (acc 4200 = Column F minus H/K/L) Sept NET PAYMENT high month at -573K.
- All revenue is due to CPR program
- Payroll is based on a calendar year and budgeted equally month to month. Reducing overall ambulance operation wages; 12 days were allocated to FY17 - \$ 20K. This being under Budget is a time issues.
- 6700: Overhead/Administration: This under budget amount of -\$29K is due to budgeting (on a monthly basis) Expenses like election and printing for upcoming elections costs, financial/bookkeeping, audit and legal fee not yet used (but scheduled in near future).
 Loan interest - Ambulance

10:29 AM
 10/11/17
 Accrual Basis

Coast Life Support District
 Profit & Loss Budget vs. Actual
 July through September 2017

	Jul - Sep 17	Budget	\$ Over Bu...	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 - CLSD Special Taxes				
4001 - Mendocino County Taxes				
4004 - Mendocino Ambulanc...	119,416.02	119,416.02	0.00	100.0%
4009 - Mendocino Urgent Car...	84,481.77	84,481.77	0.00	100.0%
4010 - Mendocino Special Tax	23,167.98	23,167.98	0.00	100.0%
4001 - Mendocino County Ta...	0.00	0.00	0.00	0.0%
Total 4001 - Mendocino County ...	227,065.77	227,065.77	0.00	100.0%
4002 - Sonoma County Taxes				
4024 - Sonoma Ambulance Tax	93,146.52	93,146.52	0.00	100.0%
4029 - Sonoma Urgent Care T...	76,230.48	76,230.48	0.00	100.0%
Total 4002 - Sonoma County Ta...	169,377.00	169,377.00	0.00	100.0%
Total 4000 - CLSD Special Taxes	396,442.77	396,442.77	0.00	100.0%
4100 - Interest Revenue	0.00	0.00	0.00	0.0%
4200 - Ambulance Revenue	186,240.05	146,874.99	39,365.06	126.8%
4400 - Miscellaneous Revenue	2,253.98	750.00	1,503.98	300.5%
4410 - Intergovernmtl Transport(l...	0.00	19,999.98	-19,999.98	0.0%
4420 - Ground Emerg Med Transp...	0.00	6,250.02	-6,250.02	0.0%
4430 - Transfer Frm Urgent Care r...	32,499.99	32,500.00	-0.01	100.0%
Total Revenue	617,436.79	602,817.76	14,619.03	102.4%
Expense				
5000 - Wages and Benefits				
5200 - Health Insurance	24,253.50	27,000.00	-2,746.50	89.8%
5300 - Payroll Taxes Emplr Costs	6,687.56	8,031.00	-1,343.44	83.3%
5350 - PERS Employer Costs	22,289.89	22,767.27	-477.38	97.9%
5405 - Administration Salaries				
5405.1 - Admin Salaries-Alloc...	-5,681.01	-5,680.98	-0.03	100.0%
5405 - Administration Salarie...	56,792.36	56,833.92	-41.56	99.9%
Total 5405 - Administration Sal...	51,111.35	51,152.94	-41.59	99.9%
5410 - Ambulance Operations ...	146,067.40	153,844.77	-7,777.37	94.9%
5430 - Extra Duty/Stipend Pay/DA	6,375.00	11,266.98	-4,891.98	56.6%
5500 - Work Comp Insurance	9,897.93	9,898.02	-0.09	100.0%
Total 5000 - Wages and Benefits	266,682.63	283,960.98	-17,278.35	93.9%
6000 - Ambulance Operations				
6030 - Med. Director Fee-non A...	9,450.00	9,450.00	0.00	100.0%
6040 - Dispatch Services	7,873.90	7,874.00	-0.10	100.0%
6050 - Misc Reimbursements	0.00			
6100 - Station/Crew Expenses				
5100 - Uniforms & Med Tests	297.81	1,249.98	-952.17	23.8%
6101 - Facility Repair & Main...	5,793.52	2,350.02	3,443.50	246.5%
6102 - Facility Furniture	519.31	0.00	519.31	100.0%
6110 - Supps, Rental, Clean, ...	798.74	3,250.02	-2,451.28	24.6%
6210 - Veh. Repair & Mainten...	5,117.66	4,500.00	617.66	113.7%
6240 - Vehicle Fuel	3,883.27	3,750.00	133.27	103.6%
6320 - Licenses and Permits	129.00			

10:29 AM
 10/11/17
 Accrual Basis

Coast Life Support District
 Profit & Loss Budget vs. Actual
 July Through September 2017

	Jul - Sep 17	Budget	\$ Over Bu...	% of Budget
6410 - Radios & Comm Equip	0.00	1,000.02	-1,000.02	0.0%
6510 - Medical Supplies & Eq...	7,427.85	6,000.00	1,427.85	123.8%
Total 6100 - Station/Crew Expe...	23,967.16	22,100.04	1,867.12	108.4%
6980 - Misc. Employee Train. Ex...	0.00	1,500.00	-1,500.00	0.0%
Total 6000 - Ambulance Operations	41,291.06	40,924.04	367.02	100.9%
6700 - Overhead/Administration				
6180 - Utilities	3,252.72	3,000.00	252.72	108.4%
6188 - Telephone	2,212.83	1,500.00	712.83	147.5%
6300 - Insurance	4,282.25	4,250.00	32.25	100.8%
6713 - Ambulance Billing	8,877.97	9,688.23	-810.26	91.6%
6718 - Office Supp/Equip/Softw...				
6718.1 - Office Supplies	722.97	1,249.98	-527.01	57.8%
6718.2 - Computer Equipment	289.90	750.00	-460.10	38.7%
6718.3 - Software	788.03	393.75	394.28	200.1%
6718 - Office Supp/Equip/Sof...	0.00	0.00	0.00	0.0%
Total 6718 - Office Supp/Equip/...	1,800.90	2,393.73	-592.83	75.2%
6720 - Board Expenses	0.00	624.99	-624.99	0.0%
6730 - Consultants				
6734 - IT	1,422.00	1,875.00	-453.00	75.8%
6735 - EMS Survey	487.50	874.88	-387.38	55.7%
6737 - Financial/Bookkeeping	525.00	1,249.98	-724.98	42.0%
6738 - Legal	599.00	2,500.02	-1,901.02	28.0%
6740 - Audit	0.00	2,125.02	-2,125.02	0.0%
6741 - Tax Administration	2,588.91	2,607.48	-18.57	99.3%
Total 6730 - Consultants	5,722.41	11,232.48	-5,510.07	50.9%
6742 - Bank/Merchant Fees	331.61	250.02	81.59	132.6%
6755 - Property Tax Admin	0.00	7,249.98	-7,249.98	0.0%
6760 - Education/Professional ...	0.00	625.02	-625.02	0.0%
6765 - Election Costs/Reserve	0.00	11,749.98	-11,749.98	0.0%
6770 - Dues, Subscrip, Member...	2,237.01	2,500.02	-263.01	89.5%
6788 - Printing & Reproduction	0.00	2,500.02	-2,500.02	0.0%
6795 - Travel/Transportation	533.43	750.00	-216.57	71.1%
6970 - Community Dev/Training	2,155.46	2,499.99	-344.53	86.2%
Total 6700 - Overhead/Administrat...	31,406.59	60,814.46	-29,407.87	51.6%
7000 - Urgent Care				
7011 - Admin Salaries-Alloc to ...	5,681.01	5,680.98	0.03	100.0%
7050 - UC Contract	188,688.99	188,684.52	4.47	100.0%
Total 7000 - Urgent Care	194,370.00	194,365.50	4.50	100.0%
8000 - Interest Expense				
8005 - EMS Interest Expense	0.00	375.00	-375.00	0.0%
8000 - Interest Expense - Other	853.72	750.00	103.72	113.8%
Total 8000 - Interest Expense	853.72	1,125.00	-271.28	75.9%
9000 - Other Expenses	0.00			
9500 - Depreciation Expense	24,167.40	23,029.74	1,137.66	104.9%
Total Expense	558,771.40	604,219.72	-45,448.32	92.5%
Net Ordinary Operating Surplus	58,665.39	-1,401.96	60,067.35	

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10/11/17
Accrual Basis

Coast Life Support District
Profit & Loss Budget vs. Actual
July through September 2017

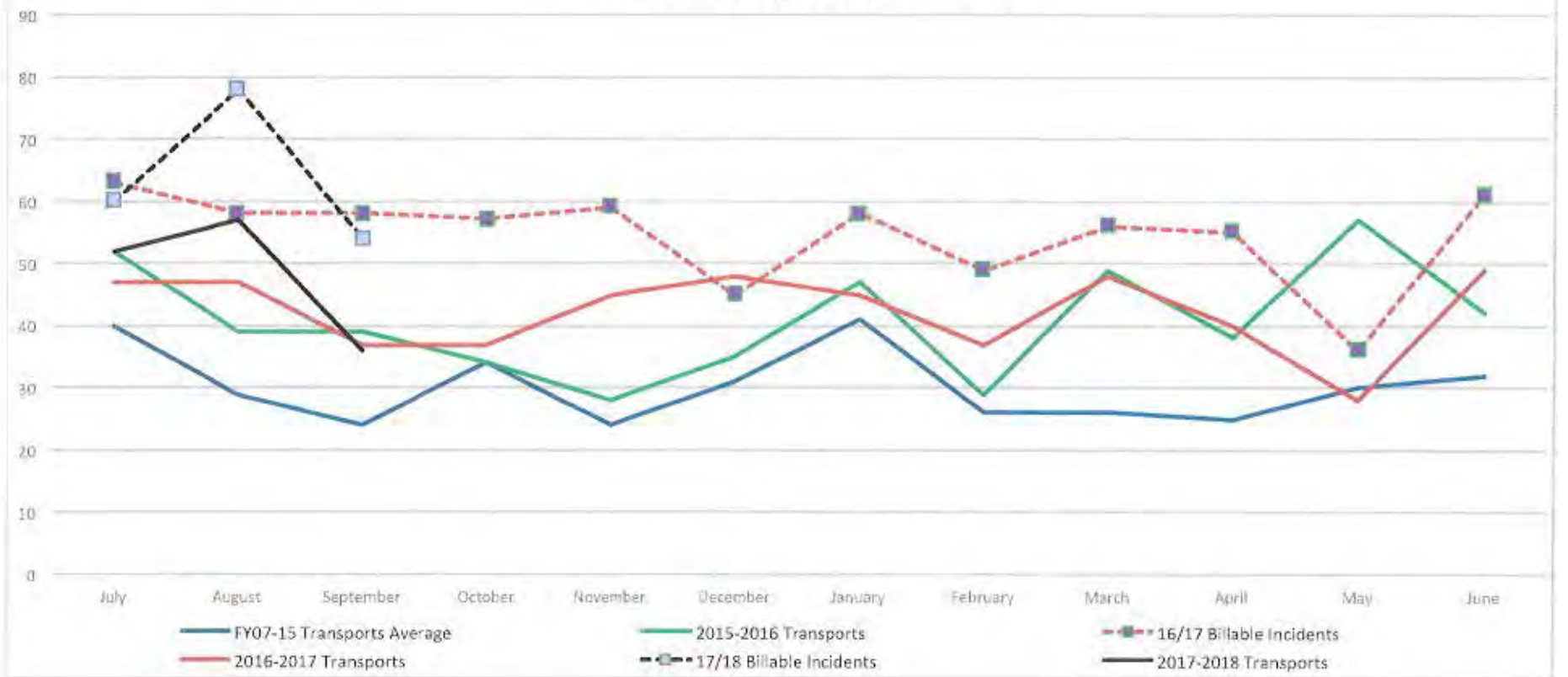
	Jul - Sep 17	Budget	\$ Over Bu...	% of Budget
Other Revenue/Expense				
Other Expense Net				
Other Revenue				
Net Revenue	<u>58,665.39</u>	<u>-1,401.96</u>	<u>60,067.35</u>	<u> </u>

1. NET BILLING: High Billing in the Month of Aug. *Ref: Wittman YTD Report (acc 4200 = Column F minus H/K/L) Sept NET PAYMENT high month @ -\$73K.
2. All revenue is due to CPR program
3. payroll is based on a calander year and budgeted equally month to month. Reducing overall ambulance operation wages: 12 days were allocated to FY17 -\$ 20K. This being under Budget is a time issue.
4. Remodel of Training Room
5. Unexpected Ambulance Repairs
6. Medical supply ordering: restocking supplies
7. 3 new cell phones for ambulances (not inticaped at time of budgeting)
8. QuickBooks and Dropbox
9. Merchant Fee for accepting Credit Card payments.
10. 6700: Overhead/Administration: This under budget amount of -\$29K is due to budgeting (on a monthly basis) Expenses like election and printing for upcoming elections costs, financial/bookkeeping, audit and legal fee not yet used (but scheduled in near future).
11. Loan Interest - Ambulance

CLSD AMBULANCE RUN DATA (Month/Cumulative)

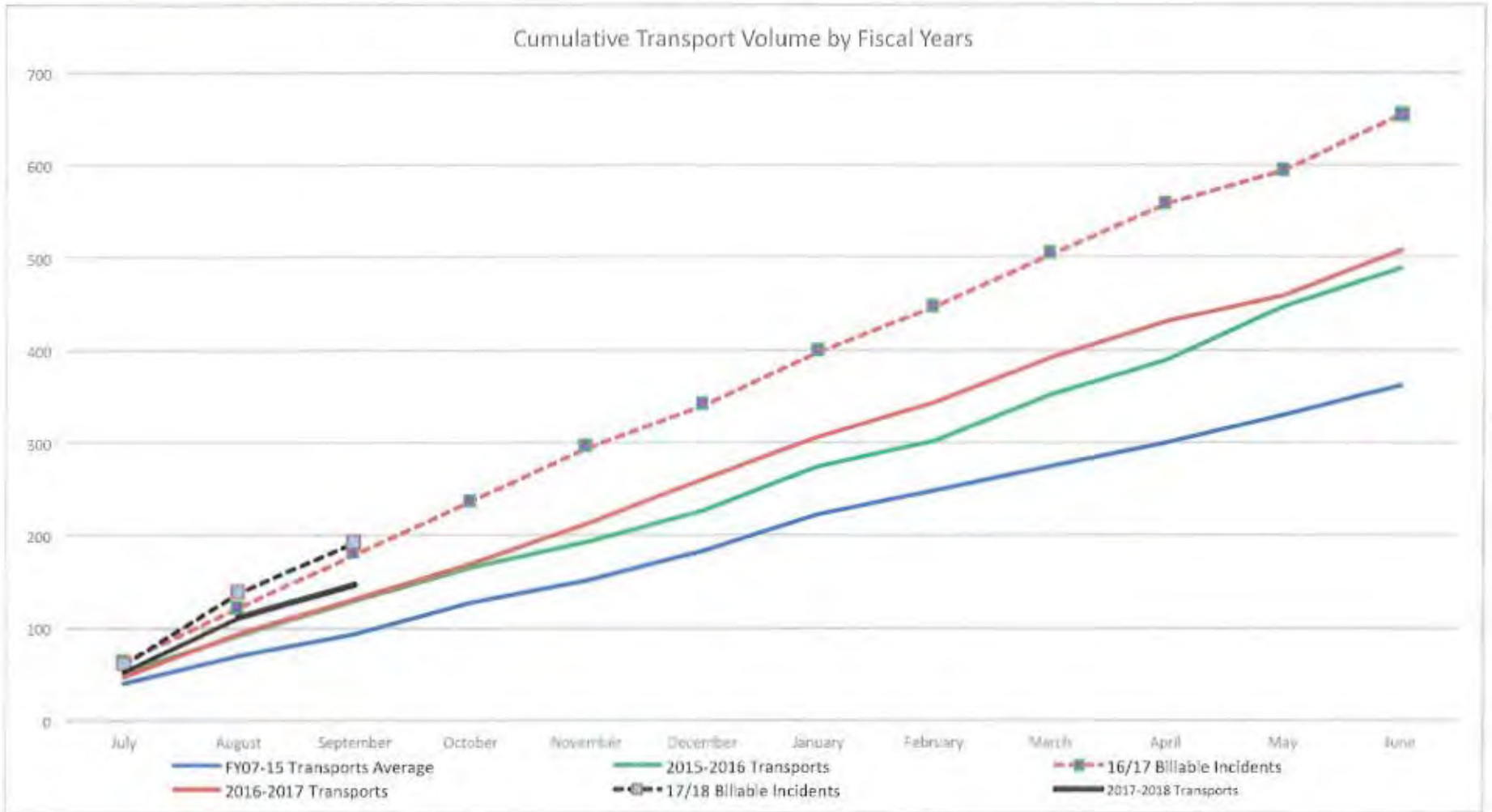
Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
<i>FY07-15 Transports Average</i>	40	29	24	34	24	31	41	26	26	25	30	32
<i>2015-2016 Transports</i>	52	39	39	34	28	35	47	29	49	38	57	42
<i>16/17 Billable Incidents</i>	63	58	58	57	59	45	58	49	56	55	36	61
<i>2016-2017 Transports</i>	47	47	37	37	45	48	45	37	48	40	28	49
<i>17/18 Billable Incidents</i>	60	78	54									
<i>2017-2018 Transports</i>	52	57	36									

Monthly Transport Volume by Fiscal Years





CLSD AMBULANCE RUN DATA (Month/Cumulative)

Cumulative Transports	July	August	September	October	November	December	January	February	March	April	May	June
<i>FY07-15 Transports Average</i>	40	69	93	127	151	182	223	249	275	300	330	362
<i>2015-2016 Transports</i>	52	91	130	164	192	227	274	303	352	390	447	489
<i>16/17 Billable Incidents</i>	63	121	179	236	295	340	398	447	503	558	594	655
<i>2016-2017 Transports</i>	47	94	131	168	213	261	306	343	391	431	459	508
<i>17/18 Billable Incidents</i>	60	138	192									
<i>2017-2018 Transports</i>	52	111	147									



CLSD RUN DATA for the PRECEDING 12 MONTHS

MONTH	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LANDING		DRY RUN		T&R		TO RCMS				FROM RCMS			
	Most Current On Top	Authorized Order Dispatched	Patient Care Record	Advanced Life Support		Basic Life Support					Transports						Cancelled On Route				ALS	BLS	ALS	BLS	ALS	BLS		
	Current	Prev Year	Current	Prev Year	Current	Prev Year	Current	Prev Year	Current	Prev Year	Current	Prev Year	Current	Prev Year	Current	Prev Year	Current	Prev Year	Current	Prev Year	Current	Prev Year	Current	Prev Year	Current	Prev Year		
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	5
17-Mar	91	91	60	70	34	31	4	6	14	18	4	0	48	49	8	5	23	20	12	13	1	2	0	1	6	7	6	7
17-Feb	72	59	53	47	28	18	3	8	9	11	1	0	37	29	3	4	13	12	16	10	4	1	0	0	4	2	3	0
17-Jan	87	83	60	68	34	34	2	4	11	12	1	1	45	46	7	6	25	15	15	16	5	5	0	0	7	4	4	5
16-Dec	95	67	92	57	32	29	6	3	18	6	3	2	48	35	7	5	25	10	10	14	4	2	1	1	3	4	4	0
16-Nov	89	66	58	42	33	19	2	2	12	9	1	0	45	28	5	4	27	24	15	12	5	4	1	2	5	2	6	2
16-Oct	83	72	57	50	24	28	4	2	13	6	1	1	37	34	6	7	22	22	20	16	3	4	0	0	2	5	5	2
	1046	990	728	722	372	341	37	56	147	158	18	13	520	499	71	73	288	237	193	172	39	35	5	6	71	56	62	49
	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

Last update Oct 11, 2017

District Administrator and Operations Manager Report

District Administrator:

- Response to Sonoma & Mendocino County fires: CLSD flexed EMT staffing who are also part of the District Fire Departments for personnel and fire equipment deployment to regional fires. Many of the local crews were on scene for over one week.
- Monday AM October 9th, met with RCMS CEO to discuss potential of evacuee shelter at Community Center. RCMS standing by with an RN as needed. As existing shelters in Santa Rosa area were not at capacity, it was determined to respond as needed.
- Thu Oct 12th, Action Network facilitated a local Community Response to the fires. An updated list of official shelters was supplied. An Evacuee Center was established supplying resources, links to housing, food vouchers, etc. (As of Thu Oct 19th, approximately 75 individuals had utilized their resources). RCMS had seen approximately 30 people in the Urgent Care related to the fires
- Numerous meetings cancelled in Santa Rosa (e.g., Ambulance Ordinance, REDCOM BOD meeting, Rural Healthcare meeting with Sup. Lynda Hopkins, etc.).
- EMT meeting with Warren Galletti: was cancelled due to emergency and in process of rescheduling
- RCMS Helipad: State Dept. of Transportation – EMS Designation: REACH air ambulance supplied data (# of transports outbound) that supports previous data submitted indicating we are below the threshold requirements for mandatory license fees. Future meeting required to finalize
- New Auditor: engagement letter signed. Audit will take place Nov 1-3.
- Reserve Policy in development – Draft ready for Nov BOD meeting
- AT & T Communication Tower Lease: Contacted by Mendocino County. Lease executed in late 2010 for communication equipment (annual payments of \$750) have never been made. In process to resolve (potentially in arrears ~\$5K).
- Governmental Emergency Medical Transports (GEMT) update: Received notice the Department of CA Health Services is authorized to pay within 45 days the ACA portion of FY15/16 (\$25,334 - reimbursement 100% instead of typical 50%) and back in FY 13/14 will receive additional \$8,930. FY17 report is due for filing by the end of Nov.
- GEMT: Received notification of audit for FY14. Paperwork to be submitted in the next two weeks.
- Participating in MHA interviews to hire the new Network Director

Deployment / Staffing

- ALS (M-120) and second out BLS (B-121) was staffed 100%
- EMT from June 2016 class is in the application process. Returning the end of this month from vacation.
- Joe Peters has given notice to vacate the supply position due to paramedic school demands.

Facilities

- Vehicle exhaust system is fully operational
- Training room improvements— bathroom painted. Custome paint for the exterior doors has arrived.
- Plan on having "extra project room" done by November 1st. Carpet touch up paint and bed on the list
- No other major repairs or improvements anticipated for FY18.

Vehicles/Equipment

- Second fuel gas/diesel fuel incident. Working to install flap over fuel intake with reminder.
- All vehicles are in good working order, otherwise
- We have 3 new IPADS from CVEMS's Homeland Security grant. Ordering tough covers / key pads. Dean and Bonnie to demo and in service.

Community events / Training

- We provided an ALS ambulance for the Gualala river run. One minor first aid incident.
- We had our CLSD community CPR and first aid class on September 30th with 14 participants. Taught by Nik Epanchin and Goldie Pounds
- We have a community demo "health fair" event scheduled for November 15th at PA high school. The Community Fall Prevention Program will also participate with engaging students about home safety.

URGENT CARE - PATIENTS PER MONTH DATA

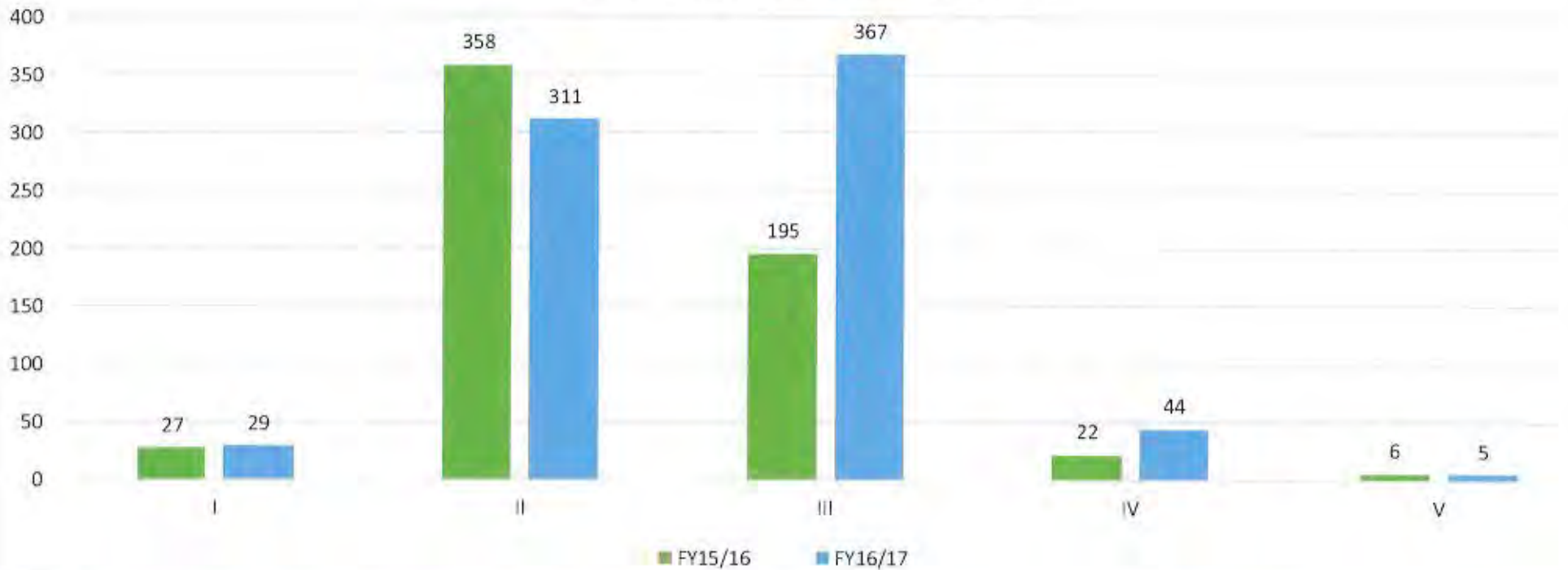
FY 13/14	July	August	Sept	October	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Barb Brittell							301	75	157	123	211	52	919
L.Koenk	75	149	167	123	132	282	89	203	130	145	101	202	1798
M.Boyd	271	158	157	225	149								960
Regular RCMS providers	2	33	2	1	25	31	8	15	2	2	1	10	132
Total	348	340	326	349	306	313	398	293	289	270	313	264	3809
	348	340	326	349	306	313	398	293	289	270	313	264	3809

FY 14 / 15	July		August		Sept		October		Nov		Dec		Jan		Feb		March		April		May		June		TOTAL	
	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end
B. Brittell	253	47	26	350	50	76	7	243	36	107	26	182	39	335	43	190	28	241	27	116	14	304	49	2397	392	
L.Koenk		12	296	27	24	294	40	71	20	255	24	209	39	44	5	232	30	140	21	237	42	35	0	1837	260	
Regular RCMS providers																										
Total w/day and w/end	253	59	296	53	374	50	370	47	314	56	362	50	391	78	379	48	422	58	381	48	353	56	339	49	4234	652
Monthly Total	312	349	424	417	370	412	469	427	480	429	409	388	4886													
	312	349	424	417	370	412	469	427	480	429	409	388	4886													
	-10%	-4%	7%	10%	12%	15%	16%	19%	24%	27%	27%	28%														

FY 15 / 16	July		August		Sept		October		Nov		Dec		Jan		Feb		March		April		May		June		TOTAL	
	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end
B. Brittell	45	6	275	44	47	7	394	46	2	234	25	175	25	215	31	263	17	113	17	382	59	55	8	2198	287	
L.Koenk	358	16	54	19	340	52	351	48	138	18	200	42	177	15	178	22	263	31	33	1	343	42	2435	306		
Regular RCMS providers																										
Total w/day and w/end	403	22	329	63	387	59	394	46	351	50	372	43	375	67	392	46	441	39	376	48	415	60	398	50	4633	593
Monthly Total	425	392	446	440	401	415	442	438	480	424	475	448	5226													
	425	392	446	440	401	415	442	438	480	424	475	448	5226													
	36%	24%	16%	13%	12%	10%	8%	7%	6%	5%	6%	7%														

FY 16 / 17	July		August		Sept		October		Nov		Dec		Jan		Feb		March		April		May		June		TOTAL	
	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end	w/day	w/end
B. Brittell	354	64	138	14	202	28	204	32	242	33	382	76	198	41	87	9	255	58	154	39	221	44	2437	432		
L.Koenk	20	10	286	39	213	41	85	21	135	16	379	54	106	22	302	47	75	23	242	28	162	16	2005	317		
Regular RCMS providers							7	16	25	24	2	41	4	119												
Total w/day and w/end	374	74	424	53	415	69	289	53	384	49	395	54	407	76	328	65	430	56	330	81	400	61	383	60	4559	749
Monthly Total	448	477	484	342	433	449	483	393	486	411	461	443	5310													
	448	477	484	342	433	449	483	393	486	411	461	443	5310													
	5%	22%	9%	-22%	8%	8%	9%	-10%	1%	-3%	-3%	-1%														

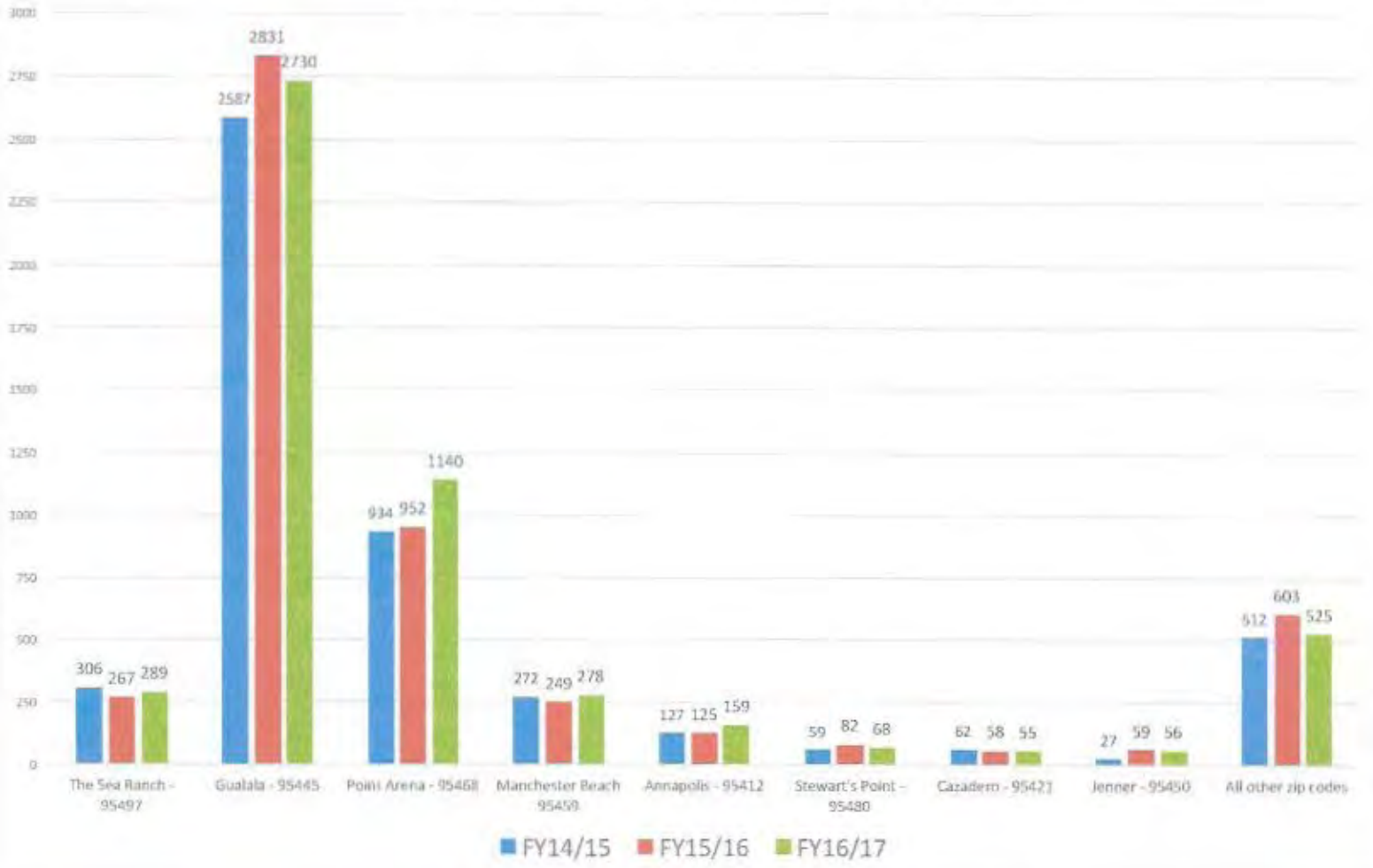
WEEKEND Urgent Care Outcome Categories



- I** Stable, could have probably waited over weekend; seen for convenience of patient/comfort.
- II** Minor to moderate injury/illness that was managed and ER visit/transport prevented (e.g. suturing, asthma exacerbations, minor fracture management)
- III** Significant injury/illness that was managed and ER visit/transport prevented (e.g. shoulder reduction, atrial fibrillation cardioversion, anaphylaxis)
- IV** Patient stabilized prior to medevac – minor to moderate injury/illness (e.g. ortho injury, c-spine injury, stable abdominal pain)
- V** Patient stabilized prior to medevac – severe injury/illness (e.g. heart attack, arrhythmia, trauma)

WEEKEND UC VISITS THAT AVOIDED TRANSPORT TO EMERGENCY ROOM	FY15/16	FY16/17	2-YR Total
Category II: Minor to Moderate injury/illness treated locally and avoided transport	358	311	669
Category III: Significant injury/illness treated locally and avoided transport	195	367	562
Total:	553	678	1,231

RCMS URGENT CARE UTILIZATION by Zip Code



WEEKEND UC PRESCRIPTIONS PROVIDED

