

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  
38901 Ocean Drive, Gualala, CA 95445 – Bill Platt Training Room  
>>> 4 PM, July 23<sup>rd</sup>, 2018 <<<

- |  |             |
|--|-------------|
| 1. Call to Order   | Hughes      |
| 2. Adoption of the agenda  | Hughes      |
| 3. Minutes Approval  | Hughes      |
| 4. Privilege of the floor  | Hughes      |
| 5. New Business  |             |
| a. Board goals – Revise for FY19   | Hughes      |
| b. Renew/Extend RCMS Urgent Care contract discussion   | Caley       |
| 6. Old Business  |             |
| a. None  | Hughes      |
| 7. Reports:  |             |
| a. Finance: YTD  | Beaty       |
| i. Wittman ambulance revenue – YTD   |             |
| ii. Expenses   |             |
| b. Communication Committee   | Bower/André |
| c. MHA update  | Tittle      |
| i. Quarterly Update  |             |
| 8. DA / Ops report   | Caley       |
| a. Ambulance run data  |             |
| b. DA Summary Report – read in advance and will have Q & A   |             |
| 9. <b>NEXT MEETINGS:</b> Scheduled Board of Director meetings are held routinely scheduled on the 4 <sup>th</sup> Monday of the month at 4:00 PM at the CLSD Bill Platt Training Center unless otherwise noted. Upcoming meetings are: |             |
| <b>Aug 27, 2018</b>  |             |
| <b>Sep 24, 2018</b>  |             |
| <b>Oct 22, 2018</b>  |             |
| 10. Adjourn  |             |



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
June 25th , 2018

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

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

**Approval of May 21<sup>st</sup>, 2018 Board Minutes:** Director André moved to approve the May 21<sup>st</sup> meeting minutes and was seconded by Director Schwartz. All ayes.

**Privilege of the Floor – Public Comment:** CLSD's Paramedic Chris Ottolini and EMT Glenn Valli were introduced to the BOD's for a meet and greet.

- Chris Ottolini: has been with CLSD for 6 years. Chris has been in EMS for 25 years and is in charge of CLSD's training program.
- Glenn Valli-EMT: a local resident and has been with CLSD for 6 years. Glenn has been in EMS for 20 years and served in the National Guard.
- Director Hughes Congratulated Executive Assistant Robin Bean for earning her certificate of completion of Emergency Medical Technician. E.A. Assistant Bean's son, Clayton Bean, also completed the same EMT Class and successfully earned his certificate of completion.

**New Business:**

- a. **EMS Appreciation Week:** The EMS Appreciation BBQ (joined efforts of CLSD & RCMS) is schedule Friday July 20<sup>th</sup>, 2018 at 5:30 PM.

**Old Business:**

- a. **Resolution 253 – Adoption of the FY19 Preliminary Budget –Action:** The Resolution 253 was introduced by Director Schwartz, who moved for its adoption, seconded by Director André. It was passed and adopted on this 25<sup>th</sup> day of June 2018 by the following roll call vote:  
Directors: Hughes: Aye, Beaty: Absent, Bower: Aye, Schwartz: Aye, Tittle: Aye, Villagomez: Aye, André: Aye. Total: 6 Ayes, Noes: 0, Abstain: 0, Absent: 1
- b. **Resolution 254 – Adoption of the FY19 Ambulance Rates – Action:** The Resolution 254 was introduced by Director Hughes, who moved for its adoption, seconded by Director Schwartz, and passed and adopted on this 25<sup>th</sup> day of June 2018. All Ayes.
- c. **Resolution 255 – Adoption of the FY19 Tax Rates – Action:** The Resolution 255 was introduced by Director Schwartz, who moved for its adoption, seconded by Director Hughes, and passed and adopted on this 25<sup>th</sup> day of June 2018 by the following roll call vote:  
Directors: Hughes: Aye, Beaty: Absent, Bower: Aye, Schwartz: Aye, Tittle: Aye, Villagomez: Aye, André: Aye. Total: 6 Ayes, Noes: 0, Abstain: 0, Absent: 1
- d. **Measure E update:** Reviewed and discussed in detail. Awaiting verified counts of ballots from the two counties, but preliminary results showed that Measure E passed in Mendocino County by 90% and Sonoma County by 93%. A simple majority is required. CLSD will be notified with official verified results early July after all mail-in and absentee ballots are counted.
- e. **Board goals –** Director Hughes reviewed and discussed the board goals for FY19.
  - Director Schwartz recommended the BOD be involved in all community events when possible (e.g. 4<sup>th</sup> of July Parade).

- Director André recommended starting efforts on Measures 4 to 5 months earlier to insure completion.

**Reports:**

**a. Finance: YTD**

**Wittman ambulance revenue – FY18:** The “Wittman CLSD (YTD) Report” was reviewed. May gross charges \$204,220. Net receipts received for May \$55,203. Net receipts were average (avg. monthly net \$55,460).

- i. 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.** Ambulance dispatch and transport data YTD: There were (35) transports in May with a cumulative volume of (508). There were (58) billable incidents with cumulative volume of (607).

**c. 180+ Day Aging:** in May is \$448,338, when adjusted down for the CSM transports in limbo (~\$45K) are \$403,338. E. A. Bean continues to monitor and take correct course of action regarding the aging claims. The prior approved batch for collections reflects in May (~56K), bring New A/R Balance down to \$347,293. A new batch (~30K) is in the process of review for next meeting.

**d. Communications Committee:** CLSD’s website is live and looking good. At the right hand corner is the option where individuals can subscribe to our listserv and be automatically notified when new content (e.g., BOD meeting agenda packets) are posted. Director Hughes suggested that the entire BOD take time to review the new website.

**e. MHA -** Video teleconferencing equipment has been installed in CLSD’s Platt training Center. Director Tittle explains, this equipment is for the utilization to our healthcare community, made available through grant funds (Aegis Grant). July 1<sup>st</sup> is the expected release date of a new federal HRSA opioid grant designed for the strategic planning of a local community based opioid education and prevention program.

**f. CLSD Phone system Update:** CLSD as changed from the current analog plan, along with the outdated analog phone system to a “voice over internet” (VOIP) system through JIVE. This much needed update will not only reduce the overall cost for these services, but provides a more reliable, multi-faceted/featured phone system, better suited to the needs of CLSD. CLSD will continue to keep one analog phone and analog line for redundancy in the event of an internet outage.

**Customer Survey feedback:** - BOD’s agreed that this is a good management tool. To be presented quarterly.

**DA report:**

- a. Ambulance run data -** Reviewed
- b. DA Summary Report –** read in advance and Q & A during meeting.

Next Board of Directors Meeting: 4pm

Monday, July 23<sup>rd</sup>, 2018  
 Monday, Aug 27<sup>th</sup>, 2018  
 Monday, Sept 24<sup>th</sup>, 2018

**Adjournment:** at 4:59 pm. Director André moved for adjournment, Director Schwartz 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	ADJ.	NEW A/R BALANCE
FY18												
AUGUST '17	239,510	135,540	45,593	13,973	44,404	62,114	-	62,114	34,781	1,988	11	455,167
SEPTEMBER '17	292,985	132,529	65,944	3,088	91,424	56,944	3,413	53,531	-	-	2,226	495,286
OCTOBER '17	158,264	61,382	35,655	1,954	59,273	72,870	104	72,767	-	(9)	1,127	482,959
NOVEMBER '17	\$ 126,356	\$ 43,683	\$ 44,504	\$ 6,796	\$ 31,373	\$ 56,086	\$ 177	\$ 55,909	\$ -	\$ 4,346	200	\$ 454,247
DECEMBER '17	\$ 300,041	\$ 107,310	\$ 78,225	\$ (2,518)	\$ 117,024	\$ 49,971	\$ 580	\$ 49,391	\$ 17,724	\$ -	-	\$ 504,156
JANUARY '18	\$ 172,167	\$ 69,416	\$ 63,344	\$ 3,929	\$ 35,478	\$ 50,462	\$ -	\$ 50,462	\$ -	\$ -	4	\$ 489,176
FEBRUARY '18	\$ 163,388	\$ 65,539	\$ 46,515	\$ 2,622	\$ 48,711	\$ 35,372	\$ -	\$ 35,372	\$ 20,280	\$ -	-	\$ 482,236
MARCH '18	\$ 272,815	\$ 109,275	\$ 65,276	\$ 2,803	\$ 95,461	\$ 54,511	\$ 23	\$ 40,754	\$ -	\$ -	-	\$ 523,210
APR '18	\$ 272,061	\$ 148,108	\$ 5,215	\$ 3,021	\$ 68,784	\$ 40,754	\$ -	\$ 40,754	\$ 32,164	\$ 653	-	\$ 518,423
MAY '18	\$ 206,528	\$ 105,159	\$ 46,448	\$ 3,024	\$ 51,897	\$ 80,068	\$ -	\$ 80,068	\$ -	\$ 3,835	737	\$ 487,155
JUNE '18	\$ 204,220	\$ 80,596	\$ 51,439	\$ (1,495)	\$ 73,681	\$ 55,203	\$ -	\$ 55,203	\$ 56,045	\$ 1,250	-	\$ 448,338
	\$ 192,499	\$ 103,831	\$ 61,697	\$ 3,130	\$ 23,859	\$ 52,759	\$ 9,307	\$ 43,452	\$ -	\$ -	23	\$ 428,768

FY To Date	650	2,600,835	1,162,367	609,855	40,327	741,370	667,114	13,604	653,510	160,994	12,063	4,329
Last 12 Months	650	2,600,835	1,162,367	609,855	40,327	741,370	667,114	13,604	653,510	160,994	12,063	4,329

Monthly Average FY To Date	54	216,736	96,864	50,821	3,361	61,781	55,593	1,134	54,459	13,416	1,005	361
Monthly Average Last 12 Months	54	216,736	96,864	50,821	3,360.57	61,781	55,593	1,134	54,459	13,416	1,005	361

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4000 · CLSD Special Taxes	1,489,861.44	1,585,771.00	-95,909.56	94.0%
4100 · Interest Revenue	119.74	150.00	-30.26	79.8%
4200 · Ambulance Revenue	711,350.00	587,500.00	123,850.00	121.1% <sup>1</sup>
4400 · Miscellaneous Revenue	19,662.99	3,000.00	16,662.99	655.4% <sup>2</sup>
4410 · Intergovernmental Transport(IGT)	145,003.75	80,000.00	65,003.75	181.3% <sup>3</sup>
4420 · Ground Emerg Med Transport	-5,544.32	25,000.00	-30,544.32	-22.2%
<b>Total Revenue</b>	<b>2,360,453.60</b>	<b>2,281,421.00</b>	<b>79,032.60</b>	<b>103.5%</b>
<b>Expense</b>				
5000 · Wages and Benefits	1,140,497.59	1,129,551.21	10,946.38	101.0%
6000 · Ambulance Operations	176,458.64	155,700.00	20,758.64	113.3%
66000 · Payroll Expenses	0.01			
6700 · Overhead/Administration	175,434.22	243,258.00	-67,823.78	72.1%
6971 · IGT	0.00			
7000 · Urgent Care	777,480.00	777,462.00	18.00	100.0%
8000 · Interest Expense	3,050.18	4,500.00	-1,449.82	67.8%
9000 · Other Expenses	0.00			
9500 · Depreciation Expense	92,290.14	92,119.00	171.14	100.2%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>2,365,210.78</b>	<b>2,402,590.21</b>	<b>-37,379.43</b>	<b>98.4%</b>
<b>Net Ordinary Operating Surplus</b>	<b>-4,757.18</b>	<b>-121,169.21</b>	<b>116,412.03</b>	<b>3.9%</b>
<b>Other Revenue/Expense</b>				
<b>Other Expense</b>				
Other Miscellaneous Expense	0.00	0.00	0.00	0.0%
10000 · Audit Repayments	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Revenue</b>	<b>-4,757.18</b>	<b>-121,169.21</b> <sup>4</sup>	<b>116,412.03</b>	<b>3.9%</b>

1. NET BILLING: \*Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
2. Revenue due to CPR Program, American Capital, Donations
3. IGT: FY16/17 New Net Funds Recieved. ~5k rec'd over expected amt.
4. \$10,833 x12 months = \$129,996 for Urgent Care increase and covered by UC reserves.

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

Ordinary Revenue/Expense	Jul '17 - Jun 18	Budget	\$ Over Bud...	% of Budget
<b>Revenue</b>				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	440,340.08	477,664.00	-37,323.92	92.2%
4009 · Mendocino Urgent Care Tax	312,293.96	337,927.00	-25,633.04	92.4%
4010 · Mendocino Ad Valorem Tax	92,995.39	92,672.00	323.39	100.3%
4001 · Mendocino County Taxes - Other	0.00	0.00	0.00	0.0%
<b>Total 4001 · Mendocino County Taxes</b>	<b>845,629.43</b>	<b>908,263.00</b>	<b>-62,633.57</b>	
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	354,569.09	372,586.00	-18,016.91	95.2%
4029 · Sonoma Urgent Care Tax	289,662.92	304,922.00	-15,259.08	95.0%
<b>Total 4002 · Sonoma County Taxes</b>	<b>644,232.01</b>	<b>677,508.00</b>	<b>-33,275.99</b>	<b>95.1%</b>
<b>Total 4000 · CLSD Special Taxes</b>	<b>1,489,861.44</b>	<b>1,585,771.00</b>	<b>-95,909.56</b>	
4100 · Interest Revenue	119.74	150.00	-30.26	79.8%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	711,350.00	600,000.00	111,350.00	118.6% <sup>1</sup>
4228 · Writedowns-District Res. Disc.	0.00	-12,500.00	12,500.00	0.0%
<b>Total 4200 · Ambulance Revenue</b>	<b>711,350.00</b>	<b>587,500.00</b>	<b>123,850.00</b>	
4400 · Miscellaneous Revenue	19,662.99	3,000.00	16,662.99	655.4% <sup>2</sup>
4410 · Intergovernmentl Transport(IGT)	145,003.75	80,000.00	65,003.75	181.3% <sup>3</sup>
4420 · Ground Emerg Med Transport	-5,544.32	25,000.00	-30,544.32	-22.2%
<b>Total Revenue</b>	<b>2,360,453.60</b>	<b>2,281,421.00</b>	<b>79,032.60</b>	
<b>Expense</b>				
5000 · Wages and Benefits				
5200 · Health Insurance	106,956.77	108,000.00	-1,043.23	99.0%
5300 · Payroll Taxes Emplr Costs	29,467.97	32,124.00	-2,656.03	91.7%
5350 · PERS Employer Costs	88,722.29	91,069.00	-2,346.71	97.4%
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-22,724.04	-22,724.03	-0.01	100.0%
5405 · Administration Salaries - Other	225,785.72	221,043.24	4,742.48	102.1%
<b>Total 5405 · Administration Salaries</b>	<b>203,061.68</b>	<b>198,319.21</b>	<b>4,742.47</b>	
5410 · Ambulance Operations Wages	625,379.60	615,379.00	10,000.60	101.6%
5430 · Extra Duty/Stipend Pay/DA	47,317.55	45,068.00	2,249.55	105.0%
5500 · Work Comp Insurance	39,591.73	39,592.00	-0.27	100.0%
<b>Total 5000 · Wages and Benefits</b>	<b>1,140,497.59</b>	<b>1,129,551.21</b>	<b>10,946.38</b>	
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	37,800.00	37,800.00	0.00	100.0%
6040 · Dispatch Services	22,496.87	23,500.00	-1,003.13	95.7%
6050 · Misc Reimbursements	5.00			
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	4,978.37	5,000.00	-21.63	99.6%
6101 · Facility Repair & Maintenance	9,139.41	9,400.00	-260.59	97.2%
6102 · Facility Furniture	1,855.87	0.00	1,855.87	100.0%
6110 · Supps, Rental, Clean. etc	6,048.60	13,000.00	-6,951.40	46.5%
6210 · Veh. Repair & Maintenance	23,026.32	18,000.00	5,026.32	127.9% <sup>4</sup>
6240 · Vehicle Fuel	26,773.71	15,000.00	11,773.71	178.5% <sup>5</sup>
6320 · Licenses and Permits	129.00			
6410 · Radios & Comm Equip	3,728.51	4,000.00	-271.49	93.2%
6510 · Medical Supplies & Equip	39,217.48	24,000.00	15,217.48	163.4% <sup>6</sup>

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

	Jul '17 - Jun 18	Budget	\$ Over Bud...	% of Budget
<b>Total 6100 · Station/Crew Expenses</b>	114,897.27	88,400.00	26,497.27	
6980 · Misc. Employee Train. Exps	1,259.50	6,000.00	-4,740.50	21.0%
<b>Total 6000 · Ambulance Operations</b>	176,458.64	155,700.00	20,758.64	
66000 · Payroll Expenses	0.01			
<b>6700 · Overhead/Administration</b>				
6180 · Utilities	13,847.28	12,000.00	1,847.28	115.4%
6188 · Telephone	8,360.93	6,000.00	2,360.93	139.3%
6300 · Insurance	17,129.00	17,000.00	129.00	100.8%
6713 · Ambulance Billing	39,210.56	38,753.00	457.56	101.2%
<b>6718 · Office Supp/Equip/Software</b>				
6718.1 · Office Supplies	2,853.76	5,000.00	-2,146.24	57.1%
6718.2 · Computer Equipment	6,801.40	3,000.00	3,801.40	226.7%
6718.3 · Software	3,225.03	1,575.00	1,650.03	204.8%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
<b>Total 6718 · Office Supp/Equip/Software</b>	12,880.19	9,575.00	3,305.19	
6720 · Board Expenses	126.00	2,500.00	-2,374.00	5.0%
<b>6730 · Consultants</b>				
6734 · IT	6,186.91	7,500.00	-1,313.09	82.5%
6735 · EMS Survey	2,401.10	3,500.00	-1,098.90	68.6%
6737 · Financial/Bookkeeping	525.00	5,000.00	-4,475.00	10.5%
6738 · Legal	4,808.00	10,000.00	-5,192.00	48.1%
6740 · Audit	8,750.00	8,500.00	250.00	102.9%
6741 · Tax Administration - NBS	10,634.18	10,430.00	204.18	102.0%
<b>Total 6730 · Consultants</b>	33,305.19	44,930.00	-11,624.81	
6742 · Bank/Merchant Fees	1,513.55	1,000.00	513.55	151.4%
6755 · Property Tax Admin	16,831.57	29,000.00	-12,168.43	58.0%
6760 · Education/Professional Dev	691.00	2,500.00	-1,809.00	27.6%
6765 · Election Costs/Reserve	0.00	47,000.00	-47,000.00	0.0%
6770 · Dues, Subscrip, Membership	10,003.37	10,000.00	3.37	100.0%
6788 · Printing & Reproduction	2,470.16	10,000.00	-7,529.84	24.7%
6795 · Travel/Transportation	3,858.42	3,000.00	858.42	128.6%
6970 · Community Dev/Training	15,207.00	10,000.00	5,207.00	152.1%
<b>Total 6700 · Overhead/Administration</b>	175,434.22	243,258.00	-67,823.78	
6971 · IGT	0.00			
<b>7000 · Urgent Care</b>				
7011 · Admin Salaries-Alloc to UC	22,724.04	22,724.00	0.04	100.0%
7050 · UC Contract	754,755.96	754,738.00	17.96	100.0%
<b>Total 7000 · Urgent Care</b>	777,480.00	777,462.00	18.00	
<b>8000 · Interest Expense</b>				
8005 · EMS Interest Expense	0.00	1,500.00	-1,500.00	0.0%
8000 · Interest Expense - Other	3,050.18	3,000.00	50.18	101.7%
<b>Total 8000 · Interest Expense</b>	3,050.18	4,500.00	-1,449.82	
<b>9000 · Other Expenses</b>	0.00			
9500 · Depreciation Expense	92,290.14	92,119.00	171.14	100.2%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	2,365,210.78	2,402,590.21	-37,379.43	
<b>Net Ordinary Operating Surplus</b>	-4,757.18	-121,169.21	116,412.03	
<b>Net Revenue</b>	-4,757.18	-121,169.21	116,412.03	

5:06 PM

07/17/18

Accrual Basis

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

1. NET BILLING: \*Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)  
.....
2. Revenue due to CPR Program, American Capital, Donations  
.....
3. IGT: FY16/17 New Net Funds Recieved. ~5k rec'd over expected amt.  
.....
4. Unexpected vehicle repairs  
.....
5. ~\$6k from FY17 CalFire fuel Reconciliation  
.....
6. Order for Medical Supplies  
.....
7. County Tax Fee 38% 17/18 tax  
.....
8. EXPENSE ACC. 6870 COMM DEV/TRAINING - CPR SUPPLYS, CREST, ETC. ( SEE: INCOME ACC 4400 -MISC REV: OFFSETS 6870 WITH REVENUE GENERATED BY CPR PROG)  
.....
9. \$10,833 x12 months = \$129,996 for Urgent Care Increase and covered by UC reserves.  
.....



## MHA Quarterly Update

July 2018

### Prevention & Wellness

- Health Screenings
  - Hypertension
    - Done quarterly – three quarters to date
    - Data
      - 411 individuals screened
      - 23% normal B/P, 77% elevated B/P
      - 58% age 50-79, 19% 30-49
      - 8 locations throughout the district each quarter
- Community education forums
  - Offered quarterly, announcements on FB, ICO, MHA website, flyers
  - 2018
    - What's with all the Pressure (3) presented by MD (nephrologist & HTN expert), good attendance
    - Nutrition and Hypertension (1) presented by registered dietician, good attendance
    - Movement is Life (1) presented by Gym trainer, no attendance

### Chronic Care Management

- Care Transition program
  - In home visit to patient and family within few days of d/c from hospital
    - Support with f/u appointments
    - Understanding of discharge instructions/medications
    - Referral to local services as appropriate
  - Referrals from SRMH, Coastal Seniors, family/friends/self
  - Working on process with Sutter Memorial and MCDH
    - Some issues to address regarding RCMS Home Health Nurse and referral process
  - Data
    - 42 clients referred
      - Home visit – 21 (50%)
      - Phone visit – 112 (88%)
    - Readmissions within 30 days = 10% (4)
      - National 30day readmit rate = 15.6%
      - California 30day readmit rate = 13.5%
      - Mendocino County 30 day readmit rate = 12.1%
      - Sonoma County 30 day readmit rate – 11.6%
- HTN Self Management program
  - 6-9 sessions to support clients by education regarding self advocacy, self management and empowerment to improve compliance with treatment program
  - 1<sup>st</sup> cohort in place, 8 individuals, have had 3 sessions, well received
    - Understanding B/P and lifestyle choices (CHW)
    - Self management behaviors (CHW)
    - Mindful Meditation (local meditation expert)
    - Medication – types, how they work, side effects, interactions with other medications (MD educator – Mike Murphy, MD)
    - Additional subjects will be selected by the cohort
    - Some cohort members are now walking and/or exercising together
  - 2<sup>nd</sup> cohort will be recruited after 1<sup>st</sup> cohort is completed

### Access to Care

- Transportation - Collaborate with, support and refer clients to CRC & Coastal Seniors to assist clients with transportation to health care visits. Integral part of Care Transition program
- Specialty access on site at RCMS
  - Support work between SRMH and RCMS to increase access to specialist (Cardiology)
  - Support Nephrologist at RCMS as indicated/requested
- Telehealth/Telemedicine
  - Telemedicine Planning grant
    - Co-ordinated and set up site visits, work group meetings
    - Contract with California Telehealth Resource Center (CTRRC)
      - Assessment of RCMS – current state (facilities & technology), gaps, education, readiness to move to implementation, etc
      - Final report included recommended implementation plan – in process
    - Handled all administrative functions for the grant
    - Implementation will be determined by RCMS
  - Research and purchase of home monitoring equipment for B/P tracking
    - Pilot started and put on hold due to logistics of getting information to MD (Nephrologist) participating.
    - Next steps – work with RCMS to address information flow to provider

### Emergency Care Services

- Support work being done by CLSD & RCMS to expand care provided in UC and/or obtain ER status for RCMS UC
  - Regulatory/Legislative work
  - Pending changes in governmental regulations
- Additional services in UC
  - Lactate and ultrasound equipment – on hold, awaiting RCMS input

### Community Outreach

- MHA website with links to RCMS website
  - Mendonomahealth.org
- MHA Facebook page with links to RCMS website
- ICO articles
- Radio spots
  - Introducing MHA – fall 2017
  - Hypertension screening program – spring 2018
- Community survey on health care needs, gaps
  - In development for later this year/early next year
  - Working to coordinate with RCMS
- PSA
  - Have discussed possibility for radio stations and PA Theater

### Network Infrastructure & Sustainability

- Pursuing non-profit status
  - Development of bylaws, P&P, etc.
  - Application to Federal government
  - Working with Polsinelli Law to facilitate process and assure bylaws and application meet all federal/state requirements
  - Will be operating under the Brown Act
- When pursuing new grant funding

- If for continuation of current programs, ED authorized to pursue
- If for additional programs, work required by MHA staff, ED will present grant opportunity with appropriate information to BOD for decision to pursue or not.
- New grant opportunity – HRSA Opioid Response Program Planning grant (due date July 30,2018)
  - Planning grant for consortium of at least 4 entities to develop strategic plan to address one or more of the following – Prevention, Education, Treatment, Recovery
  - Four entities committed - MHA, CLSD, Mendocino Department of Public Health, Mendocino County Aids/Viral Hepitis Network (MCAVHN), commitment letters in process of being received. RCMS has asked to be kept appraised, will participate as able/indicated
  - Will be focusing on prevention, education & treatment
  - Data
    - Opioid overdose rates (age adjusted rate per 100,000)
      - Point Arena 110.75 (worst in the county)
      - Mendocino 17.34
      - California – 4.86

### Current grants

- HRSA Planning grant for Telemedicine
  - 1 year, \$100,000, July 2017 – June 2018
  - Received a 6 month no cost extension to allow completion of report from CTRC and additional site visit for additional education of RCMS management and staff
- HRSA Development Grant
  - 3 year, \$300,000/year, July 2017 – June 2020
  - Funds majority of programs
  - Appropriate spend down in year one
- SRMH General Grant
  - 1 year, \$25,000 June 2017 – May 2018
  - Used for start up expenses (equipment, etc) and some staff salary
- Aegis Community Opioid coalition grant
  - 1 year, \$43,000, May 2018 – April 2019
  - Development of local coalition to address community needs for education (community, children, providers), and prevention strategies
  - Anticipated coalition members – MHA, PA School district, Safe Rx (Fort Bragg based coalition), Coastal Seniors, Action Network, Sheriff's department
  - Programs in consideration – community education forums/presentations, educational presentation at PAHS, drug take back days, lock bags, ongoing assessment of services needed
  - Additional funds maybe available later this year, allowing extension in time frame of grant
- Individual grant
  - One time \$5,000
  - Help with legal fees to establish 501(c)3

### Staff

- Current staff
  - Executive Director – Micheline White
  - Network Coordinator – Janis Stites
  - Community Health Worker (CHW) – Heather Ruggelb
- New hire - second CHW – Stephanie Chapman
  - Start date July 19
  - Spanish speaking

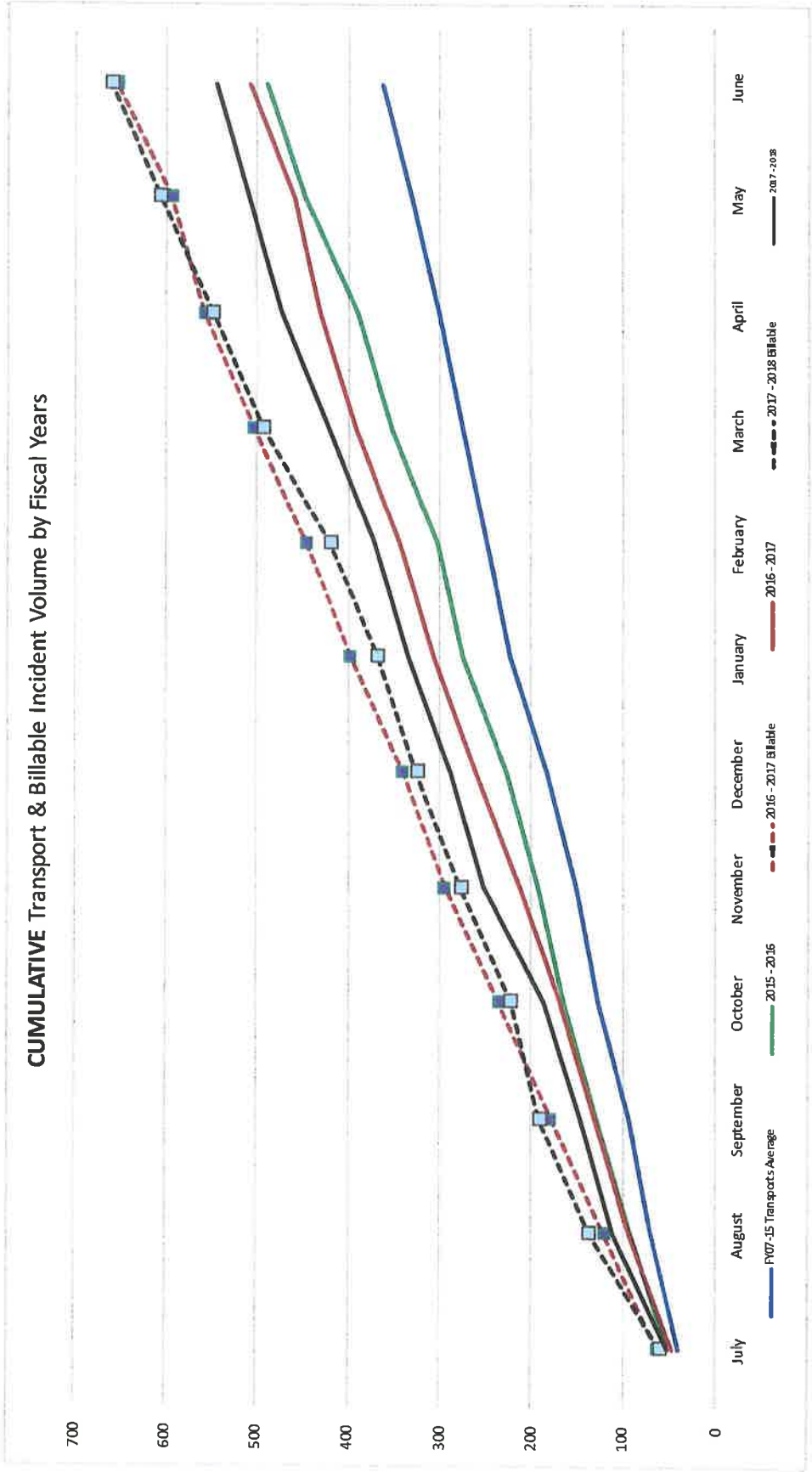
CUMULATIVE AMBULANCE DATA

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	473	508	545

Cumulative Billable Incidents

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

CUMULATIVE Transport & Billable Incident Volume by Fiscal Years

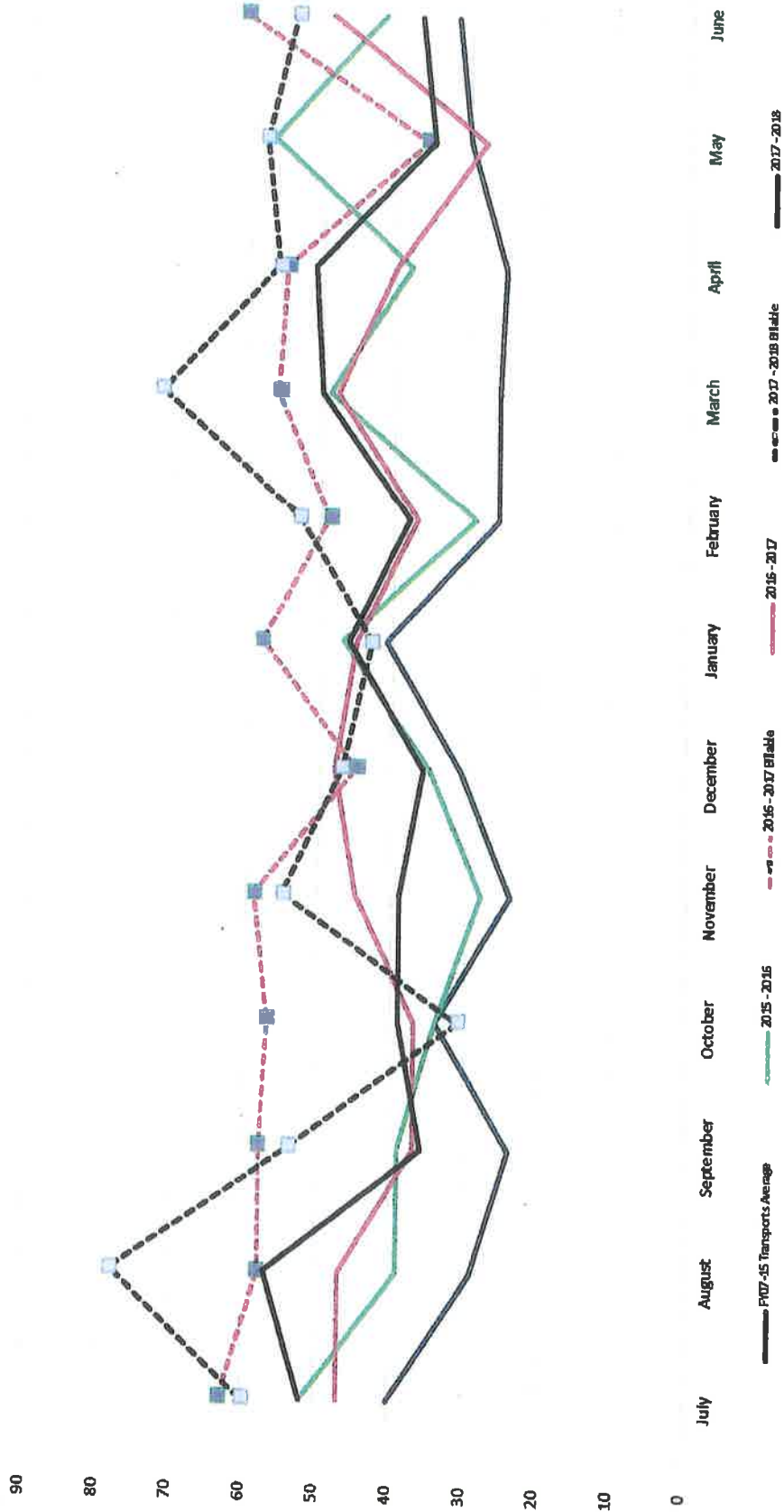


**MONTHLY AMBULANCE DATA**

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	51	35	37

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

**MONTHLY Transport & Billable Incident Volume by Fiscal Years**



CLSD RUN DATA for the PRECEDING 12 MONTHS

MONTH MOST CURRENT ONTOP	A/O AUTHORIZED ORDER DISPATCHED		PCR PATIENT CARE RECORD		ALS ADVANCED LIFE SUPPORT		ALS>BLS		BLS BASIC LIFE SUPPORT		BLS>ALS		TOTAL TRANSPORTS		LANDING		DRY RUN CANCELLED ON ROUTE		T&R		TO RCMS ALS		TO RCMS BLS		FROM RCMS ALS		FROM RCMS 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	Current
18-Jun	78	99	52	61	33	33	1	4	4	16	2	2	37	49	8	7	26	28	15	15	4	2	0	1	3	6	1	10	
18-May	76	70	54	58	32	34	1	4	3	4	0	0	35	51	5	10	20	25	19	20	3	0	0	2	8	10	1	3	
18-Apr	70	84	58	58	34	27	4	2	4	13	0	1	51	40	10	4	25	23	20	18	0	2	2	0	10	10	3	6	
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	
	981	1020	701	738	392	363	22	41	119	148	12	16	524	522	72	76	267	272	189	183	39	38	12	9	82	71	59	65	
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRY RUN		T&R		TOTAL		TO RCMS		TO RCMS		FROM RCMS		FROM RCMS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

# District Administrator and Operations Manager's Report

## June 2018

### District Administrator:

- Mendocino County Office of Education has informed us they are discontinuing the EMR / EMT program. Currently engaged in conversations with Mendocino College; Santa Rosa College; and CVEMSA (create a certified CLSD Provider Program) as alternative. We have a CA credentialed, local resident instructor who wants to continue teaching. Details to follow as then develop.
- At the July REDCOM Board of Directors meeting (where I have served the past two years as Vice Chair), have now been voted in as Chair.
- AB2262 – sponsored by Jim Wood amending enabling legislation had previously cleared the Assembly, referred to the Senate and assigned to committee. June 13<sup>th</sup> it was heard, amended to clarify language exerting the authority of the State EMS agency: Committee recommended (Ayes 7, Noes 0) to pass and was re-referred back to the Committee on Health. It has pass the latter and now awaiting the third and final reading in the Senate. If it passes, it will be forwarded to the Governor for signature.
- The Rural Emergency Medical Center Act of 2018: RE: the lack of access to rural hospitals. Legislation currently being considered by Congress (H.R.5678) to amend title XVIII of the Social Security Act to provide for coverage of rural emergency medical center services under the Medicare Program. Now has bipartisan support (3 R and 2 D) co-sponsors (Internet search H.R.5678). In process to schedule strategic planning meeting of MHA partners to leverage advocacy at the regional, State and Federal agency levels.
- Requesting an update through CVEMS regarding the State EMSA formerly designating RCMS as an ambulance destination has not yet been reviewed.
- Training of Video Teleconferencing equipment was conducted and we are in the process of integrating the capacity of the equipment into operations.
- New Voice Over Internet (VOIP) phone system is operational without incident.
- Continuing to attend Sonoma County Ambulance Ordinance meetings with the eventual development of a RFP to award the Exclusive Operating Area in the urban core.
- Completed the review process of property parcels rated "vacant/buildable" to assure appropriate compliance (~1,500 parcels). Ninety two parcels were identified and turned over the NBS for confirmation and adjustment to property taxes (potential of \$145.50 more per parcel if validated).
- Meeting scheduled in upcoming week to hire a local CPA to formally close the CLSD books in preparation for the FY18 audit. This is following the recommendation from the FY17 audit.

### Operations:

#### **Deployment / Staffing**

- ALS (M-120) staffed 100% Second out coverage staffed 100%
- Medic 122 staffed 16 days in June (53% of the time). Paramedic PTO is heavy in June and July
- Employee performance reviews are finishing
- EMT Adrienne Martin has resigned. She has accepted another job out of town.
- Unfortunately there has been no real interest from the newly graduated EMT class.
- We will start recruiting for a few more EMT's and another part time paramedic.

#### **Facilities**

- Projects are in progress; wood refinishing, weeding, drip system and bay bathroom remodel. ALL will be finished in July
- New parking lot project is complete.
- Generator was serviced

#### **Vehicles/Equipment**

- ECG monitors are being rotated for routine service
- Power gurneys are getting scheduled for routine maintenance. Investigating upgraded padding (potential side-wedged support) for more comfortable ride during long transports
- The Ford Catalytic converter. Delayed for other priorities but will get done next week. Good news the expense was less than expected

- The 2011 Sprinter Turbo is leaking oil. A seal was replaced and it's still leaking. New turbo will be costly if needed. Will get two estimates.

### **Community events / Training**

- CLSD staged an EMT staffed ambulance at the PA Pier during the Independence Day weekend festivities. Working with the RCFPD, they ferried one patient out to the Coast Hwy where they met M-120 for a transport and returned to the pier.
- RCMS is scheduling monthly CPR classes with us now. Averaging 6 a month
- AED and first aid kits were placed at Two Fish bakery. Staff was trained in CPR and first aid. Owners bought all their employees first aid kits. 12 purchased.
- AED and first aid kit placed in the CLSD training room.
- TSR association was trained in CPR and first aid. Approx. 35 employees