

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, October 22nd, 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 - none | |
| 6. Old Business | |
| a. Resolution 257 – Adoption of the final FY19 Budget | Beaty |
| b. Board goals – review | Hughes |
| 7. Reports: | |
| a. Finance: YTD | Beaty |
| i. Wittman ambulance revenue – YTD | |
| ii. Expenses | |
| iii. Intergovernmental Transfer (IGT) update | Caley |
| iv. Ground Emergency Medical Transport (GEMT) updates | Caley |
| b. Communication Committee | Bower/André |
| c. MHA update | Tittle |
| 8. DA / Ops 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 on the 4th Monday of the month at 4:00 PM at the CLSD Bill Platt Training Center unless otherwise noted. Upcoming meetings are:

NOTE: Because of the holidays, the routinely scheduled Board of Directors meetings will be cancelled:

CANCELLED November 26th – Monday after Thanksgiving

CANCELLED December 24th – Christmas Eve

ALTERNATE MEETING SCHEDULED: Monday Dec 10th, starting at 2 PM will combine the December Finance Committee Meeting.

Returning to normal scheduling, January and February 2019 Board of Director's meeting will be held on:

January 28th, 4 PM

February 26th, 4 PM

10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
August 27th, 2018

Call to Order: Director Hughes called the meeting to order at 4:01 p.m. at the Bill Platt Training Room.
Present: Directors: Beaty, Bower, Schwartz, André and Tittle. Also, present: District Administrator David Caley, Ops Manager Evan Dilks. Excused absence Director Villagomez.

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

Approval of July 23rd, 2018 Board Minutes: Director Schwartz moved to approve the July 23rd meeting minutes and was seconded by Director Schwartz. All ayes.

Privilege of the Floor – Public Comment: CLSD's Paramedic Marcus Bond and EMT Lu Davis were introduced to the BOD's for a meet and greet.

- Jeff Finck, EMT-P: has had a full-time career in EMS for 45 years. Of that, he has been a Paramedic for 33 years, four of which have been with CLSD. He has practiced in several states, including AZ and CA.
- Dean Rising, EMT-P: has been in EMS for 33 years. He has been with CLSD for four of those 33. He has practiced in both CA and OR.
- Goldie Pounds, EMT: has been with CLSD for 3 years. She is our CPR and Community Events Program Coordinator. She has developed and expanded Community Outreach in her tenure. Goldie also has a background in graphic arts.

New Business:

- a. None

Old Business:

- a. **Resolution 256:** Proposed CLSD support of the North Sonoma Coast Fire Protection District's Measure V on the Nov 2018 General Election ballot to establish a permanent Appropriations Limit. After discussion, the BOD unanimously voted to support Measure V.
- b. **Board Goals:** Director Hughes reviewed the Board goals as discussed at the last meeting and prioritized to focus efforts and resources in an efficient and effective manner for the coming year.
- c. **Proposed Salary Range of the District Administrator:** Director Hughes lead a discussion with the BOD proposing a shift away from the DA's step ladder salary and bonus instead to a salary range (to eliminate a bonus as has been done with the staff) while continuing to have bi-annual performance reviews based on goals and determined objectives. This is in line with similar District Administrator or CEO positions of other Special Districts and compared to salary surveys. The Board can elect to set the compensation anywhere in the range. The BOD unanimously voted to set compensation at the top of range (\$8,241/monthly) beginning July 1, 2018.

Reports:

- a. **Finance: YTD**

Wittman ambulance revenue – Year-to-Date: The "Wittman CLSD (YTD) Report" was reviewed. July gross charges \$281,184. Net receipts received for July \$37,431. Net receipts for FY18 averaged (avg. monthly net \$52,402).

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

- b. **P&L Actuals vs Budget: FY18 Report:**

- i. Board of Directors reviewed the "P&L Actuals vs Budget" Report.
- ii. Ambulance dispatch and transport data YTD: There were (55) transports in July with (519) in the last 12 months. There were (70) billable incidents with cumulative volume of (671).

- c. **180+ Day Aging:** in July is \$408,669. E. A. Bean continues to monitor and take correct course of action regarding the aging claims. A new batch of bad debt (~30K) was processed in July.
- d. **Communications Committee:** nothing to report.
- e. **MHA:**
Director Tittle stated the next quarterly update will be at the November BOD meeting.

DA report:

- a. **Ambulance run data** - Reviewed
- b. **DA Summary Report – read in advance and Q & A during meeting.**
- c. **Customer Survey** – 13 months of data reviewed. CLSD continues to average in the 90th percentile across the survey with the exemption of “comfort of the ride” (85%) which is understandable due to the average two-hour transports down curvy Hwy 1. Also in the “extent to which the services received were worth the fees charged” rated 89%. This is also understandable due to the high cost of providing quality services in such a remote and rural location.

Next Board of Directors Meeting: 4pm

- Monday, Sept 24th, 2018 – due to lack of a quorum, motion proposed to cancel the meeting by Director Schwartz and seconded by Director André to cancel the meeting.
- Monday, Oct 22nd, 2018 as usual
- As the November meeting (26th) is the Monday following Thanksgiving and December meeting (24th) falls on Christmas Eve, the Board made a motion to combine both the Finance Committee and Board meetings and hold on Dec 10th, starting at 2 PM. Motion by Director Beaty, Director Schwartz seconded, all ayes

Adjournment: at 5:09 pm. Director Bower motioned to adjourn and seconded by Director Tittle, all ayes.

Minutes Approved:

(Date)

COAST LIFE SUPPORT DISTRICT

RESOLUTION No: 257 ADOPTION OF FINAL BUDGET FOR FISCAL YEAR 2019

WHEREAS, Coast Life Support District Board of Directors, Finance Committee and Staff have reviewed the current financial position for the past year, and

WHEREAS, the District has a need to maximize its revenues, including maintaining the benefit assessment special tax rates as approved by the voters for Emergency Medical Services, and

WHEREAS, the District has reviewed the Ambulance billing charges, in order to maximize revenue while maintaining rates consistent with medical cost inflation,

WHEREAS, the District will not require the full assessment as authorized for Urgent Care services in order to fully fund the current program and provide adequate funds for development of the presently envisioned Urgent Care program and any other authorized use, and

WHEREAS, Reserve funding should remain at present levels to support contingencies and capital replacement requirements, and

WHEREAS, Coast Life Support District anticipates Revenues of the following:

Sonoma County	\$681,159
Mendocino County	\$916,024
Ambulance Billings	\$650,000
Miscellaneous	<u>\$215,550</u>
Total Budgeted Revenue	\$2,462,733

WHEREAS, the following Expenditures will provide the resources necessary to meet the established objectives for the next Fiscal Year:

Ambulance Operations	\$1,478,299
Administration & Overhead	200,201
Urgent Care Program	778,726
Interest & Depreciation	95,702
Reserve Fund Decrease	<u>(90,195)</u>
Total Budgeted Expenditures	\$2,462,733

BE IT RESOLVED that the Board of Directors authorize its Officers, Administrator and Staff to make expenditures necessary to operate the Ambulance service and all Authorized programs,

BE IT FURTHER RESOLVED that the Board of Directors authorized the above amounts for the Coast Life Support District's Budget for Fiscal Year 2019.

The above resolution was introduced by Director Schwartz, who moved its adoption, seconded by Director Beaty, and passed and adopted on this 22nd day of October, 2018 by the following roll call vote:

Directors:	Hughes	Aye	No	Abstain	Absent
	Beaty	Aye	No	Abstain	Absent
	Bower	Aye	No	Abstain	Absent
	Schwartz	Aye	No	Abstain	Absent
	Tittle	Aye	No	Abstain	Absent
	Villagomez	Aye	No	Abstain	Absent
	André	Aye	No	Abstain	Absent

Ayes: Noes: Abstain: Absent:

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

Naomi Schwartz, Secretary

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													
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	\$ 5,215	\$ 3,021	\$ 68,784	\$ 40,754	\$ -	\$ 40,754	\$ 32,164	\$ 653	\$ -	\$ 518,423
APR '18	56	\$ 206,528	\$ 105,159	\$ 46,448	\$ 3,024	\$ 51,897	\$ 80,068	\$ -	\$ 80,068	\$ -	\$ 3,835	\$ 737	\$ 487,155
MAY '18	58	\$ 204,220	\$ 80,596	\$ 51,439	\$ (1,495)	\$ 73,681	\$ 55,203	\$ -	\$ 55,203	\$ 56,045	\$ 1,250	\$ -	\$ 448,338
JUNE '18	54	\$ 192,499	\$ 103,831	\$ 61,697	\$ 3,130	\$ 23,859	\$ 52,759	\$ 9,307	\$ 43,452	\$ -	\$ -	\$ 23	\$ 428,768
FY19													
JULY '19	70	\$ 281,184	\$ 174,532	\$ 49,415	\$ 5,255	\$ 51,982	\$ 37,431	\$ -	\$ 37,431	\$ 31,334	\$ 3,317	\$ -	\$ 408,669
AUG '19	80	\$ 314,797	\$ 126,949	\$ 92,536	\$ 3,430	\$ 91,883	\$ 51,142	\$ -	\$ 51,142	\$ -	\$ -	\$ -	\$ 449,415
SEPT19	52	\$ 194,431	\$ 86,754	\$ 53,314	\$ 9,730	\$ 44,632	\$ 52,021	\$ -	\$ 52,021	\$ -	\$ -	\$ -	\$ 442,027

FY To Date	202	790,412	388,235	195,265	18,415	188,497	140,594	-	140,594	31,334	3,317	-	
Last 12 Months	671	2,700,488	1,221,152	657,928	39,727	734,766	615,779	10,087	605,692	157,547	13,400	965	

Monthly Average FY To Date	67	263,471		65,088	6,138	62,832	46,865	-	46,865	10,445	1,106	-	
Monthly Average Last 12 Months	56	225,041		54,827	3,310.57	61,231	51,315	841	50,474	13,129	1,117	80	

CMS TRANSPORTS ON -HOLD			
FY17	\$	7,801	
FY18	\$	9,164	
FY19	\$	6,047	
TOTAL	\$	23,012	

AGING							
Month	Current	31-60	61-90	91-120	121-180	180+	Balance
SEPT'19	\$ 73,390	\$ 87,835	\$ 34,238	\$ 30,394	\$ 49,876	\$ 166,294	\$ 442,027

4:54 PM

10/12/18

Accrual Basis

Coast Life Support District Profit & Loss Budget Overview FY19 July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes	398,450.52	398,450.52	0.00	100.0%
4100 · Interest Revenue	0.00	0.00	0.00	0.0%
4200 · Ambulance Revenue	185,175.76	175,000.03	10,175.73	105.8% ¹
4400 · Miscellaneous Revenue	4,119.50	2,500.02	1,619.48	164.8%
4410 · Intergovernmental Transport(IGT)	0.00	0.00	0.00	0.0%
4420 · Ground Emerg Med Transport	0.00	6,250.02	-6,250.02	0.0%
4421 · GEMT - SB523 (QAF)	0.00	7,000.02	-7,000.02	0.0%
Total Revenue	587,745.78	589,200.61	-1,454.83	99.8%
Expense				
5000 · Wages and Benefits	319,635.46	313,354.50	6,280.96	102%
6000 · Ambulance Operations	38,125.92	40,474.04	-2,348.12	94.2%
66000 · Payroll Expenses	2.10			
6700 · Overhead/Administration	30,496.96	47,731.43	-17,234.47	63.9%
7000 · Urgent Care	194,691.28	194,691.28	0.00	100.0%
8000 · Interest Expense	608.67	1,125.00	-516.33	54.1%
9500 · Depreciation Expense	20,326.44	22,800.54	-2,474.10	89.1%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	603,886.83	620,176.79	-16,289.96	97.4%
Net Ordinary Operating Surplus	-16,141.05	-30,976.18	14,835.13	52.1%
Net Revenue	-16,141.05	-30,976.18 ²	14,835.13	52.1%

1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)

2. \$10,833 x3 months = \$32,499 for Urgent Care increase and covered by UC reserves.

4:53 PM

10/12/18

Accrual Basis

Coast Life Support District Profit & Loss Budget Overview FY19 July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Bud...
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	119,416.02	119,416.02	0.00	100.0%
4009 · Mendocino Urgent Care Tax	84,481.77	84,481.77	0.00	100.0%
4010 · Mendocino Ad Valorem Tax	25,108.23	25,108.23	0.00	100.0%
Total 4001 · Mendocino County Taxes	229,006.02	229,006.02	0.00	100.0%
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	93,214.02	93,214.02	0.00	100.0%
4029 · Sonoma Urgent Care Tax	76,230.48	76,230.48	0.00	100.0%
Total 4002 · Sonoma County Taxes	169,444.50	169,444.50	0.00	100.0%
Total 4000 · CLSD Special Taxes	398,450.52	398,450.52	0.00	100.0%
4100 · Interest Revenue	0.00	0.00	0.00	0.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	185,175.76	175,000.03	10,175.73	105.8%
4228 · Writedowns-District Res. Disc.	0.00	0.00	0.00	0.0%
Total 4200 · Ambulance Revenue	185,175.76	175,000.03	10,175.73	105.8% ¹
4400 · Miscellaneous Revenue	4,119.50	2,500.02	1,619.48	164.8%
4410 · Intergovernmental Transport(IGT)	0.00	0.00	0.00	0.0%
4420 · Ground Emerg Med Transport	0.00	6,250.02	-6,250.02	0.0%
4421 · GEMT - SB523 (QAF)	0.00	7,000.02	-7,000.02	0.0%
Total Revenue	587,745.78	589,200.61	-1,454.83	99.8%
Expense				
5000 · Wages and Benefits				
5200 · Health Insurance	24,733.92	27,000.00	-2,266.08	91.6%
5300 · Payroll Taxes Emplr Costs	7,366.01	9,104.25	-1,738.24	80.9%
5350 · PERS Employer Costs	27,564.17	25,167.48	2,396.69	109.5% ²
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-6,002.25	-6,002.25	0.00	100.0%
5405 · Administration Salaries - Other	61,934.01	58,210.98	3,723.03	106.4%
Total 5405 · Administration Salaries	55,931.76	52,208.73	3,723.03	107.1%
5410 · Ambulance Operations Wages	178,850.67	172,343.52	6,507.15	103.8% ³
5430 · Extra Duty/Stipend Pay/DA	11,710.49	14,052.00	-2,341.51	83.3%
5500 · Work Comp Insurance	13,478.44	13,478.52	-0.08	100.0%
Total 5000 · Wages and Benefits	319,635.46	313,354.50	6,280.96	102%
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	9,450.00	9,450.00	0.00	100.0%
6040 · Dispatch Services	7,426.53	7,424.00	2.53	100.0%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	36.68	1,249.98	-1,213.30	2.9%
6101 · Facility Repair & Maintenance	3,014.59	2,350.02	664.57	128.3%
6102 · Facility Furniture	0.00	0.00	0.00	0.0%
6110 · Supps, Rental, Clean. etc	1,241.66	3,250.02	-2,008.36	38.2%
6210 · Veh. Repair & Maintenance	1,108.13	4,500.00	-3,391.87	24.6%
6240 · Vehicle Fuel	6,262.62	3,750.00	2,512.62	167.0%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	187.50			
6410 · Radios & Comm Equip - Other	188.00	1,000.02	-812.02	18.8%

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10/12/18

Accrual Basis

Coast Life Support District

Profit & Loss Budget Overview FY19

July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Bud...
Total 6410 · Radios & Comm Equip	375.50	1,000.02	-624.52	37.5%
6510 · Medical Supplies & Equip	9,210.21	6,000.00	3,210.21	153.5%
Total 6100 · Station/Crew Expenses	21,249.39	22,100.04	-850.65	96.2%
6980 · Misc. Employee Train. Exps	0.00	1,500.00	-1,500.00	0.0%
Total 6000 · Ambulance Operations	38,125.92	40,474.04	-2,348.12	94.2%
66000 · Payroll Expenses	2.10			
6700 · Overhead/Administration				
6180 · Utilities	2,479.84	3,499.98	-1,020.14	70.9%
6188 · Telephone	1,625.38	1,500.00	125.38	108.4%
6300 · Insurance	4,507.25	4,498.98	8.27	100.2%
6710 · Billing & Bookkeeping	947.63			
6713 · Ambulance Billing	7,921.53	9,750.00	-1,828.47	81.2%
6714 · GEMT SB52B EXP	0.00	1,750.02	-1,750.02	0.0%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	391.07	1,249.98	-858.91	31.3%
6718.2 · Computer Equipment	209.54	750.00	-540.46	27.9%
6718.3 · Software	669.30	750.00	-80.70	89.2%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
Total 6718 · Office Supp/Equip/Software	1,269.91	2,749.98	-1,480.07	46.2%
6720 · Board Expenses	493.16	625.02	-131.86	78.9%
6730 · Consultants				
6734 · IT	1,550.22	1,425.00	125.22	108.8%
6735 · EMS Survey	643.50	874.98	-231.48	73.5%
6737 · Financial/Bookkeeping	15.00	750.00	-735.00	2.0%
6738 · Legal	0.00	1,249.98	-1,249.98	0.0%
6740 · Audit	0.00	2,275.02	-2,275.02	0.0%
6741 · Tax Administration - NBS	2,681.34	2,607.48	73.86	102.8%
Total 6730 · Consultants	4,890.06	9,182.46	-4,292.40	53.3%
6742 · Bank/Merchant Fees	217.59	300.00	-82.41	72.5%
6755 · Property Tax Admin	0.00	4,999.98	-4,999.98	0.0%
6760 · Education/Professional Dev	0.00	625.02	-625.02	0.0%
6765 · Election Costs/Reserve	0.00	1,249.98	-1,249.98	0.0%
6770 · Dues, Subscrip, Membership	2,630.81	2,500.02	130.79	105.2%
6788 · Printing & Reproduction	254.98	1,249.98	-995.00	20.4%
6795 · Travel/Transportation	134.52	750.00	-615.48	17.9%
6970 · Community Dev/Training	3,124.30	2,500.01	624.29	125.0%
Total 6700 · Overhead/Administration	30,496.96	47,731.43	-17,234.47	63.9%
7000 · Urgent Care				
7011 · Admin Salaries-Alloc to UC	6,002.25	6,002.25	0.00	100.0%
7050 · UC Contract	188,689.03	188,689.03	0.00	100.0%
Total 7000 · Urgent Care	194,691.28	194,691.28	0.00	100.0%
8000 · Interest Expense				
8005 · EMS Interest Expense	0.00	375.00	-375.00	0.0%
8000 · Interest Expense - Other	608.67	750.00	-141.33	81.2%
Total 8000 · Interest Expense	608.67	1,125.00	-516.33	54.1%
9500 · Depreciation Expense	20,326.44	22,800.54	-2,474.10	89.1%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	603,886.83	620,176.79	-16,289.96	97.4%
Net Ordinary Operating Surplus	-16,141.05	-30,976.18	14,835.13	52.1%
Net Revenue	-16,141.05	-30,976.18	14,835.13	52.1%

4:53 PM

10/12/18

Accrual Basis

**Coast Life Support District
Profit & Loss Budget Overview FY19
July through September 2018**

1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
2. CalPERS retro employee & employer contribution payment included for 2016 to 2017
3. Ambulance Op Wages show an increase at this time due to when payperiods hit the P&L . Budgeted number split evenly over 12 months.
4. \$10,833 x3 months = \$32,499 for Urgent Care increase and covered by UC reserves.

MHA Quarterly Update
October 2018

Prevention & Wellness

- Health Screenings
 - B/P screenings
 - 573 over one year
 - 24% normal, 76% above normal
 - Lipid (Cholesterol) screening
 - Looking at options to add this type of screening
- Community Education Forums
 - What's with the Pressure – 5 forums, 23 attendees
 - 100% confident they could use knowledge presented
 - 100% were motivated to take action
 - 94% wanted to tell others what was presented
 - Nutrition & Hypertension – 1 with 4 attendees
 - Movement is Life – 2, one with 17 attendees, one with no attendees

Chronic Care Management

- Care Transition Program
 - Post hospital, non-clinical support
 - Reinforce education provided during the hospital stay, facilitate patient with follow up, support patient and family with transition from hospital to home, promote patient and families ability to self advocate
 - Goal – reduce risk of readmission
 - 58 referrals over 1 yr
 - 67% received a home visit
 - 84% received telephone visit (1 or more)
 - 7% readmit rate (Mendocino/Sonoma readmit rate – 12%)
- Hypertension Self Management program
 - First group (8 members) has had 6 of 9 meetings
 - Some members exercising and/or walking together

Access to Care

- Transportation
 - Tracking transportation volume for both CRC and CS
 - Checking for appropriate grants on an on going basis
 - Supporting collaboration between CRC & CS with transportation services being provided
- Specialty access on site at RCMS
 - Ongoing work between RCMS & SRMH – focus in on Cardiology
- Telehealth/Telemedicine
 - Final report received from California Telehealth Resource Center.
 - Provides a road map for RCMS for implementation for Telemedicine in our community.
 - Second site visit to clinic utilizing telemedicine done in September – RCMS staff

Emergency Care Services

- Regulatory/Legislative work
 - Ongoing work and efforts by David Caley on multiple fronts
- Additional services in UC
 - On hold until new Medical Director joins RCMS

Community Outreach

- Community needs assessment
 - First collaborative Needs Assessment Survey between RCMS & MHA
 - Can be completed on line or on paper
 - Available in English & Spanish
- MHA Website
 - New website almost ready to launch
- ICO/Radio/PSA
 - Periodic article, radio spots being done
 - PSA's still being considered – 1st will most likely be after the 1st of the year

Network Infrastructure & Sustainability

- 501(c)3 status
 - Final changes to ByLaws completed
 - Federal application in process of being completed
- Sustainability committee
 - Being established
 - One representative from each founding entity and one community member
 - Focus on sustainability options – do not want to compete with other non-profits in our community for \$'s
- Grant applications
 - HRSA Opioid Response Program Planning grant
 - Applied, did not receive
 - 75 grants given through out the US, only one grant given in California (Plumas County which has the highest opioid abuse rate in the state)

Current Grants

- HRSA Telemedicine planning grant
 - In final stages, will be completed by 12/31/18
 - On track financially
- HRSA Development grant
 - Started 7/1/2017 – ends 6/30/2020
 - Funds the majority of the programs
 - On track financially
- SRMH General Grant
 - Received second 1 year general grant of \$25,000, for July 2018 – June 2019
 - Funds can be used as needed
- Aegis Community Opioid Coalition grant
 - 1 year, \$43,000 grant, May 2018 – April 2019
 - Video conferencing equipment at CLSD
 - Education for schools – plays, question & answer sessions, very well received
 - Lock bag distribution in collaboration with Action Network, RCMS, Coastal Seniors
 - Potential additional \$25-\$40 K grant in second year
- Individual donations – no additional \$ received

Staff

- Current
 - Executive Director – Micheline White
 - Network Coordinator – Janis Sites
 - Community Health Worker (CHW)
 - Heather Regelbrugge
 - Stephanie Chapman – Spanish speaking
- MD Consultant
 - Mike Murphy, MD resigned from the position in September
 - Recent Interview - Jasper Schmidt, MD
 - Dual boarded in Emergency Medicine and Preventive Medicine with a specialization in Medical Informatics
 - Associate Director, Department of Emergency Medicine @ Sonoma West Medical Center, Sebastopol
 - Cares for patients with issues of drug abuse and addiction
 - Resides in Timber Cove

MONTHLY AMBULANCE DATA

Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
2015 - 2016	52	39	39	34	28	35	47	29	49	38	57	42
2016 - 2017	47	47	37	37	45	48	45	37	48	40	28	49
2017 - 2018	52	57	36	39	39	36	46	38	50	51	35	37
2018 - 2019	55	55	33									

Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52									

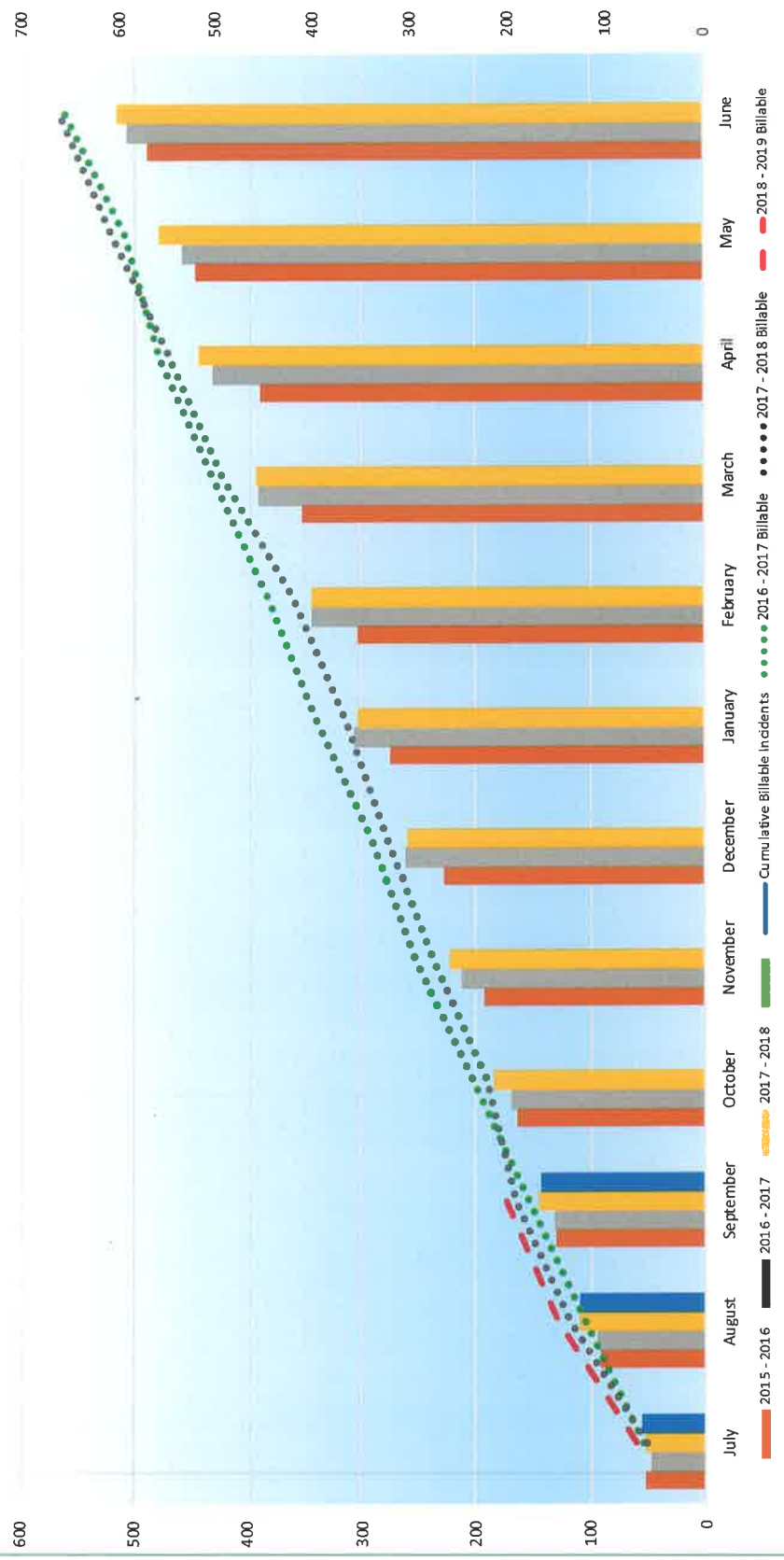


CUMULATIVE AMBULANCE DATA

Cumulative Transports	July	August	September	October	November	December	January	February	March	April	May	June
2015 - 2016	52	91	130	164	192	227	274	303	352	390	447	489
2016 - 2017	47	94	131	168	213	261	306	343	391	431	459	508
2017 - 2018	52	109	145	184	223	259	304	343	393	444	479	516
2018 - 2019	55	110	143									



Cumulative Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	121	179	236	295	340	398	447	503	558	594	655
2017 - 2018 Billable	60	138	192	223	278	325	368	421	493	549	607	661
2018 - 2019 Billable	70	150	202									

CUMULATIVE Transport & Billable Incident Volume by FY



CLSD RUN DATA for the PRECEDING 12 MONTHS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

MONTH	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LANDING		DRY RUN		T&R		TO RCMS				FROM RCMS			
	AUTHORIZED ORDER		PATIENT CARE		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-Sep	74	60	54	48	30	28	2	1	3	6	1	1	33	34	6	5	18	12	17	14	1	2	0	0	8	8	1	4
18-Aug	110	121	73	77	46	42	1	3	9	15	1	2	55	57	6	3	26	38	18	22	3	7	0	2	14	7	4	6
18-Jul	105	98	70	62	47	37	3	4	8	15	1	1	55	52	5	9	26	31	15	15	4	4	0	0	7	8	5	7
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
	991	1029	711	737	408	380	20	38	103	143	11	17	524	534	72	72	256	284	188	188	34	39	10	9	88	74	52	63
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		L2		DRY RUN		T&R		TO RCMS				FROM RCMS			

M-122	Shifts Staffed 9 A-9 P	Transports	Dry Runs
July	16	6	5
Aug	22	9	5
Sep	16	3	3
Total	54	18	13



EMERGENCY MEDICAL RESPONDER COURSE

Fall Semester 2018 starting Oct 23rd

Days & Times:

Tuesdays and Thursdays 6:00 – 9:00 PM
October 23, 2018 to December 20, 2018
Includes 3 Saturday Classes TBD
No classes during Thanksgiving week
72 classroom hours total

Location:

Coast Life Support District Headquarters
Bill Platt Training Center
38901 Ocean Drive, Gualala, CA 95445

Instructor:

Anthony Macedo, EMT, Credentialed in
Career and Technical Education for
Health Science & Medical Technology



For more information:

(707) 972-6483 or: northcoastemt77@gmail.com

The Emergency Medical Responder (EMR) course prepares the student to provide emergency care for patients of all ages with a variety of medical conditions and traumatic injuries in the pre-hospital setting. Learn hands-on medical skills, interventions and applications of emergency medical equipment. This course is recommended for the Emergency Medical Technician (EMT) training and coursework and is often required for fire department positions. This is also a great entry-level course to introduce students to medical careers.

Course fee: \$175, *Walk-in registrations accepted*

Mail check to: Coast Life Support District
Note: EMR 2018 Registration
PO Box 1056
Gualala, CA 95445-1056

DISTRICT ADMINISTRATOR and OPERATIONS MANAGER REPORT

DISTRICT ADMINISTRATOR:

- CLSD has become an EMT / EMR / EMT Refresher training provider. As SRJC and Mendocino College were not able to partner with us, CLSD has filed an application and been approved to become a sanctioned Emergency Medical Technician, Emergency Medical Responder, and EMT Refresher training provider. Our first EMR class is scheduled to begin Tue Oct 23rd and run through Dec 20th. The EMT class is scheduled to begin on Jan 22nd – Jun 8th, 2019. Registration fees are rolled back similar to those charged two years ago. CA Credentialed Instructor Anthony Macedo is now a CLSD employee.
- We have received a formal letter from the RCMS BOD communicating their intention to pick up the option of a two-year renewal the UC Contract.
- CLSD (David and/or Evan) are participating in a CVEMS Protocols Revision Workgroup revising all protocols defining ALS and BLS scope of practice. Our participation is uniquely focused on the challenges of rural EMS and long-distance transports that urban counterparts would not consider due to close proximity of hospitals.
- Hand delivered an “advocacy packet” to Congressman Jared Huffman, who is a co-sponsor of HR2957 – Save Rural Hospitals Act. The legislative language articulates you must either have been a Critical Access Hospital (CAH) within the last five years or currently are one. RCMS Urgent Care services that are provided as a EMSA/LEMSA designated Alternative Ambulance Receiving Facility provides almost identical services as a CAH. In follow-up, with his office, he advises we strategize advocacy efforts with the sponsor of the bill and the current Congressional Committees it has been assigned for review. Working with MHA partners to form strategic advocacy.
- CA Ambulance Association Conference: again attended the annual conference to glean national trends, revenue streams, evolving EMS practices, regulatory changes, best practices, etc.
- Disaster Preparedness – CLSD is participating in a District-wide Community Disaster Preparedness Committee with representation from all fire departments, RCMS (Compliance Dir. & UC Provider), Coastal Valleys EMS, The Sea Ranch (Emergency Preparedness Committee: Bill Green MD, Susie Gilley) and local Ham Radio Operators. Currently we’re building a universal supplies inventory identifying stock, quantities, location, etc. Working with CVEMS, longer term goal of forming a Coastal Emergency Preparedness Coalition to better leverage resources and garner counties’ support from elected officials and coalesce efficient and effective response of local partners to large scale emergencies.
- We have closed the FY18 books leveraging local CPA services. We are now in communication with our auditor preparing documents for our on-site audit scheduled Nov 7-9.
- I continue to attend bi-monthly Sonoma County Ambulance Ordinance meetings.
- We have formed a Parcel Tax Analysis workgroup to review current taxing and potential alternative models. First meeting is scheduled in November.
- I am now Chair of the REDCOM Board (Sonoma County 911 Dispatch) for the current year.
- September 16, 2018, Sonoma West Medical Center closed their Emergency Dept. due to a financial crisis related to low and declining volumes, market share shrinkage, low reimbursement, etc. Upon the closing of the ED, the General Acute Care Hospital will also close and transition to a long-term care hospital.
- Robin Bean has resigned and moving to the Sacramento area. Applications have been received for her replacement and interviews to take place shortly.

OPERATIONS:

Deployment / Staffing

- ALS (M-120) staffed 100%. Second out Staffed 100% Second out medic coverage (0900-2100) averaged 40%. Heavy PTO usage past few months.
- Congratulations to Hans Petersen, Ethan Pack and Scott Kwon. They are all nationally certified paramedics.
- Congratulations to EMT’s Malay Thaker and Daniel Sexton. Both based their probation periods with CLSD.

Facilities

- THANK YOU - Improved drainage work done above the CLSD building and our east parking lot. Work done at no cost by John Bower. This was done to improve drainage to his lot on the South and also improve problem drainage area for CLSD.
- No major issues pending.

Vehicles/Equipment

- An oil leak was reported on 2011 Sprinter. This was a rubber boot repaired by Mercedes of Santa Rosa.
- Ford Ambulance out-of-service. Vacuum booster needed for brakes.

Community events / Training

- RCMS is scheduling monthly CPR classes with us now. Averaging 6 a month
- Health Fair PA high school is scheduled. Schools from entire area rotate through. (~ 300 children)
- CPR first training scheduled for the Point Arena Light House.
- TCVFD trained in CPR
- CLSD provided stand by for PA High football games x 2.
- CLSD provided ambulance for the Gualala River Run.
- Goldie is working on updating our AED program.
- All employees are rotating to Santa Rosa Junior college for Emergency Vehicle Operations course. (8 hours)
- HAM radio operators performed a drill at CLSD main.
- Dean Rising and Evan Dilks are registered for the EMS world conference in Nashville Oct 31-Nov 2.