

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

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AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

38901 Ocean Drive, Gualala, CA 95445 – Bill Platt Training Room

>>> **4 PM, March 25th, 2019** <<<

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: February 25th, 2019 meeting Beaty
4. Privilege of the floor Beaty
 - a. Demonstration: Choking Charlie and Bleeding Arm Pounds/Dilks
5. New Business Beaty
 - a. Investment Policy discussion (see DRAFT policy)
 - b. Preliminary discussion for development of the upcoming Resolution for the Adoption of Tax Rates for FY20
6. Old Business
 - a. Form 700s and Ethics Compliance Training Caley
7. Reports:
 - a. Finance: YTD Beaty/Paterson
 - i. Wittman ambulance revenue – YTD
 - ii. Expenses
 - b. Communication Committee Bower/André
 - i. Employee Engagement Survey update
 - c. MHA update Deferred
8. DA / Ops report Caley
 - a. Ambulance run data
 - b. DA / Ops 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:
April 22nd, 2019 4 PM
May 20th: 2019 Determined at the Jan 28th meeting to advance one week due to the Memorial Day Holiday
June 24th, 2019 4 PM
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
Feb 25th, 2019 Meeting

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

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

Approval of Minutes: Board of Directors meeting minutes Jan 28th, 2018: Director André moved to approve the minutes as written and was seconded by Director Schwartz. All ayes.

Privilege of the Floor – Public Comment:

- a. Announcement by DA Caley: We have hired a FT Paramedic and hired our own former EMT Hans Peterson (now certified as a Paramedic) into a precepted PT Paramedic position to stand up our 2nd Out Paramedic Program.
- b. Directors are reminded it's that time of year for Form 700s and Ethics Training (latter if not within two years)
- c. CPR Program director showed off new digital-prompted CPR dummies purchased through the Sonoma County Tourist Mitigation Fund. The new technology quickly helps the student learn the requirements for depth and rhythm of compressions. We purchased six dummies.
- d. Updates will be coming soon for the Board's Reference Manual.

New Business:

- a. Centers for MediCare/MediCaid Services (CMS): ET3: Emergency Triage, Treat and Transport. CMS just announced a new payment model for emergency ambulance services that will allow Fee For Service beneficiaries to receive the most appropriate level of care at the time and place – potentially lowering out of pocket costs. This program will now allow ambulance transports to alternative sites – such as Urgent Care Centers. So CLSD will be able to bill MediCare for those patients transported to RCMS. The anticipated start date of the program is sometime in early 2020.
- b. Health and Safety Code § 1797.201 – Sonoma County Ambulance Ordinance revision is considering several different models to determine how to award ambulance service provider contracts.. The current version awards an Exclusive Operating Area (EOA) for ambulance transports to the urban core areas of Sonoma County. An alternative model could be Countywide. If an agency has what are referred to as "201 rights", they are guaranteed to be excluded from the EOA – meaning no other ambulance provider could compete within their service provider area. CLSD believes we have 201 rights and researching details to claim rights in the future if needed.
- c. CLSD BOD Community Service: A proposal was put forth to the Board to consider sponsoring a Coastal Seniors monthly Spaghetti Dinner. After discussion, the Board decided to sponsor the July 26th dinner.

Old Business:

- a. None

Reports:

- a. **Finance: YTD**
 - i. **Wittman ambulance revenue – Year-to-Date:**
 - Jan 19: 50 billable incidents; gross charges \$199,104; net receipts received \$41,042; A/R \$470,383. Director André requested we insert a 13th month to the existing rolling 12-month calendar to compare same month-to-month details. The report will be modified for the March meeting.
 - ii. **P&L Actuals vs Budget: YTD FY19 Report:** Expenses continue to be within budget.
- b. **Communications Committee:** The Employee Engagement Survey revision is now completed and soon to be deployed to staff. Targeting to implement in the next week or so.

- c. **Mendonoma Heath Alliance:** Director Tittle, chair of the MHA Governing Board, provided a quarterly MHA update in January but the written summary did not make it into the board packet. It was provided for this meeting. There are no new updates to share at this time.

DA report:

- a. **Ambulance run data – Reviewed**
Jan 2019: 50 billable incidents; 445 cumulative. There were 38 Transports; 313 cumulative.
Annual projection based on seven months: 763 billable incidents with 537 transports.
- b. **DA Summary Report – read in advance and Q & A during meeting.**
- c. **Updates: Ground Emergency Medical Transport (GEMT) and Intergovernmental Transfer (IGT):**
The Board was kept abreast of status changes. Still awaiting GEMT FY18 funds and IGT will probably require our Provider Match next month.
- d. **Sonoma County Paramedic Association Survivor Dinner:** We just learned that a CLSD patient survivor will be included in the May 2019 Survivor Dinner – which brings together the entire team of First Responders, Dispatcher, Hospital Team, Survivor and family for a celebration of life saved.

Closed Session: The Closed Session to discuss the DA six-month performance review was postponed to a future meeting. Director Beaty plans to alter the process a bit and also wait for the upcoming Employee Engagement Survey results to consider.

Next Board of Directors Meeting: the 4th Monday of the month at 4 PM

- Monday, March 25, - 4 PM
- Monday, April 22nd – 4 PM
- Monday, May 27th is Memorial Day. It was discussed and voted on to move up the meeting to the third Monday on May 20th at 4 PM.

Adjournment: at 5:35. Director André motioned to adjourn and seconded by Director Tittle, all ayes.

Minutes Approved:

_____(Date)_____



COAST LIFE SUPPORT DISTRICT STATEMENT OF INVESTMENT POLICY

I. Policy.

It is the policy of the Coast Life Support District to invest public funds in a manner which provides for the safety of the funds on deposit, which meets the cash flow demands and liquidity needs of the District, which meets the District's long-term planning requirements, and which achieves the highest possible yield after first considering the first three objectives of safety, liquidity and long-term planning. In addition, it is the policy to invest all funds in strict conformance with all state statutes governing the investment of public monies.

II. Scope.

This investment policy applies to all monies, funds, and financial assets of the Coast Life Support District, including its operating, capital, expansion, and new enterprise funds, except for monies held in reserve funds in connection with debt issues where permitted investments for reserve funds are set forth in the trust agreement or loan contract of the debt issue.

III. Standard of Care and Objectives.

A. Deposits and investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. District management and employees handling deposits and investments of District funds shall act pursuant to a "prudent investor" standard applied in the context of managing the entire portfolio (Govt. Code Sec. 53600.3).

B. When depositing, investing, reinvesting, purchasing, acquiring exchanging, selling, and managing District funds, the District's primary goals and objectives, in priority order shall be:

1. Safety. To safeguard the principal of the District funds. Deposits and investments of District funds, monies, and financial assets shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

2. Liquidity. To meet the liquidity needs of the District. The District's investment portfolio must remain sufficiently liquid to enable the District to meet all operating expenses and requirements which might be reasonably anticipated.
3. Connection to Long-Term Planning. To meet the long-term planning needs of the District. The District's investments must maintain sufficient funds to meet future capital project expense requirements. The investment portfolio shall be constructed so that, to the extent practical, cash generated by interest and redemption of securities matches the expected cash needs of the District.
4. Return on Investment. To achieve a return on the investment of District funds. As a final priority, the District's investment portfolio shall be designed with the objective of obtaining a fair market rate of return throughout budgetary and economic cycles and consistent with the first three priorities.

IV. Delegation of Authority.

A. The Board of Directors delegates to the District Administrator principal management responsibility for the deposit of District monies, funds, and financial assets, and safeguarding all District funds and accounts, pursuant to this statement of investment policy. The Board of Directors authorizes the District Administrator to make decisions to purchase or sell securities on behalf of the District pursuant and subject to this investment policy, applicable laws, and the prudent investor standard. The District Administrator may further delegate this authority to the Finance Manager.

B. The Board of Directors delegates to the Finance Committee principal responsibility for the determination of policy and strategy for the investment of District monies, funds, and financial assets pursuant to this statement of investment policy.

C. Purchase of any security or investment instrument that exceeds 30% of the portfolio requires prior approval by the Finance Committee.

V. Finance Committee.

A. The Finance Committee shall consist of five members and includes, three Board Directors, the District Administrator, and the Operations Manager.

B. The Finance Committee shall meet at least quarterly during the months of April, July, October and January to review the investment program, current status of the District's investment portfolio, and to provide strategic direction for future investment transactions.

C. The Investment Committee may engage the services of one or more external investment managers or advisers to assist in the management of the District's investment portfolio. Such external managers or advisers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers or advisers must be registered under the Investment Advisers Act of 1940.

D. The investment performance (net of fees) of the portfolio shall be measured regularly against an appropriate benchmark. The benchmark shall be reflective of the actual securities being purchased and risks undertaken, and the benchmark shall have a similar weighted average maturity and credit profile as the portfolio.

VI. Authorized Investments.

A. District funds and monies may be deposited and invested in a combination of the institutions and investment types authorized by California Government Code section 53600 and following. Allowed investments are described in Figure 1. below referencing the Local Agency Investment Guidelines effective January 1, 2019 (will update to the one reviewed today) published by the California Debt and Investment Advisory Commission.

VII. Safekeeping and Custody.

All District deposits and investments shall have the Coast Life Support District named as depositor and registered owner. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery, or by third party custodial agreement as required by Government Code Section 53601. All purchases and sales of securities in the portfolio shall be executed on a delivery versus payment basis.

VIII. Annual Review of Investment Policy and Quarterly Reporting and Review of Investment Report.

A. The Finance Committee on a quarterly basis shall submit to the District Board of Directors copies of the Coast Life Support District Investment Report. The Investment Report shall include the following information required by Government Code section 53646:

- The type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments and monies held by the District (53646(b)(1));
- A description of the District's funds, investments, or programs that are under the management of contracted parties (53646(b)(1));
- A statement indicating compliance of the portfolio with this Statement of Investment Policy or the manner in which the portfolio is not in compliance (53646(b)(2));
- A statement denoting the District's ability to meet its pool's expenditure requirements for the next six months, if any, or provide an explanation as to why sufficient monies may not be available (53646(b)(3)); and
- Whatever additional data or information may be required by the Board of Directors (53646(c)).

B. The Finance Committee on a quarterly basis shall review the Investment Report and investment transactions made. The Finance Committee shall annually review this Statement of Investment Policy and request the Board of Directors to either make appropriate changes or reaffirm the current policy.

IX. Amendments.

This statement of investment policy shall take effect only upon adoption by the Board of Directors. Any subsequent amendments or modifications shall not take effect unless expressly approved by the Board of Directors.

Figure 1:

**ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE
(AS OF JANUARY 1, 2019)^a APPLICABLE TO ALL LOCAL AGENCIES^b**

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM REMAINING MATURITY ^c	MAXIMUM SPECIFIED % OF PORTFOLIO ^d	MINIMUM QUALITY REQUIREMENTS	GOVERNMENT CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations: CA and Others	5 years	None	None	53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S. Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% ^e	None	53601(g)
Commercial Paper: Non-pooled Funds ^f	270 days or less	25% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53601(h)(2)(C)
Commercial Paper: Pooled Funds ⁱ	270 days or less	40% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% ^j	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	30% ^k	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	30% ^k	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^l	20% of the base value of the portfolio	None ^m	53601(j)
Medium-term Notes ⁿ	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds and Money Market Mutual Funds	N/A	20% ^o	Multiple ^{p,q}	53601(l) and 53601.6(b)
Collateralized Bank Deposits ^r	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-through and Asset Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple ^s	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund ^t	N/A	None	None	16340
Supranational Obligations ^u	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)

LOCAL AGENCY INVESTMENT GUIDELINES

TABLE OF NOTES FOR FIGURE 1

A Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, and 53635.8.	
B Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.	spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
C Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.	M Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
D Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.	N "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."
E No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.	O No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.
F Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.	P A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.
G Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer.	Q A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
H Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.	R Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.
I Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).	S A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
J No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).	T Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
K No more than 30 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service (excludes negotiable certificates of deposit authorized under Section 53601(i)).	U Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.
L Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or	

LOCAL AGENCY INVESTMENT GUIDELINES

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													
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
SEPT '19	52	\$ 194,431	\$ 86,754	\$ 53,314	\$ 9,730	\$ 44,632	\$ 52,021	\$ -	\$ 52,021	\$ -	\$ -	\$ -	\$ 442,027
OCT '19	67	\$ 248,217	\$ 116,334	\$ 55,281	\$ 11,288	\$ 65,314	\$ 70,941	\$ -	\$ 70,941	\$ -	\$ -	\$ -	\$ 436,400
NOV '19	58	\$ 208,046	\$ 95,675	\$ 68,631	\$ 6,318	\$ 37,423	\$ 48,605	\$ -	\$ 48,605	\$ -	\$ 3	\$ 0	\$ 425,215
DEC '19	68	\$ 223,719	\$ 67,435	\$ 61,071	\$ -	\$ 95,212	\$ 48,587	\$ -	\$ 48,587	\$ -	\$ -	\$ 2,638	\$ 474,478
JAN '19	50	\$ 199,104	\$ 110,645	\$ 48,835	\$ 2,685	\$ 36,940	\$ 48,119	\$ 7,077	\$ 41,042	\$ -	\$ -	\$ 7	\$ 470,383
FEB '19	61	\$ 233,790	\$ 94,248	\$ 63,149	\$ 9,264	\$ 67,129	\$ 47,592	\$ -	\$ 47,592	\$ 34,163	\$ 233	\$ -	\$ 455,524

FEBRUARY '18	53	\$ 272,815	\$ 109,275	\$ 65,276	\$ 2,803	\$ 95,461	\$ 54,511	\$ 23	\$ 54,487	\$ -	\$ -	\$ -	\$ 523,210
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FY To Date	506	\$ 1,903,288	\$ 872,571	\$ 492,231	\$ 47,970	\$ 490,515	\$ 404,437	\$ 7,077	\$ 397,360	\$ 65,497	\$ 3,552	\$ 2,645	
Last 12 Months	746	\$ 2,778,597	\$ 1,310,265	\$ 657,031	\$ 55,650	\$ 708,736	\$ 633,221	\$ 16,383	\$ 616,838	\$ 153,705	\$ 9,290	\$ 3,406	

Monthly Average FY To Date	63	\$ 237,911	\$ 109,071	\$ 61,529	\$ 5,996	\$ 61,314	\$ 50,555	\$ 885	\$ 49,670	\$ 8,187	\$ 444	\$ 331	
Monthly Average Last 12 Months	62	\$ 231,550	\$ 109,189	\$ 54,753	\$ 4,637	\$ 59,061	\$ 52,768	\$ 1,365	\$ 51,403	\$ 12,809	\$ 774	\$ 284	

AGING							
Month	Current	31-60	61-90	91-120	121-180	180+	Balance
JAN '19	\$ 87,384	\$ 70,214	\$ 15,975	\$ 41,106	\$ 38,982	\$ 216,722	\$ 470,383

CMS TRANSPORTS ON - HOLD	
TOTAL	\$ 21,574

as of FEB' 19

Coast Life Support District
Profit & Loss Budget Overview FY19
July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Bud...
Ordinary Revenue/Expense				
Revenue				
4000 • CLSD Special Taxes	1,162,027.80	1,064,788.68	97,239.12	109.1%
4100 • Interest Revenue	20.35	0.00	20.35	100.0%
4200 • Ambulance Revenue	478,235.99	433,333.32	44,902.67	110.4% ¹
4400 • Miscellaneous Revenue	37,870.00	21,700.00	16,170.00	174.5% ²
4410 • Intergovermntl Transport(IGT)	0.00	86,666.68	-86,666.68	0.0%
4420 • Ground Emerg Med Transport	0.00	16,666.68	-16,666.68	0.0%
4421 • GEMT - SB523 (QAF)	0.00	18,666.68	-18,666.68	0.0%
Total Revenue	1,678,154.14	1,641,822.04	36,332.10	102.2%
Expense				
5000 • Wages and Benefits	777,611.10	866,368.72	-88,757.62	89.8%
6000 • Ambulance Operations	95,371.25	104,932.36	-9,561.11	90.9%
66000 • Payroll Expenses	0.00			
6700 • Overhead/Administration	115,031.25	133,467.32	-18,436.07	86.2%
7000 • Urgent Care	519,162.76	519,150.68	12.08	100.0%
8000 • Interest Expense	1,483.48	3,000.00	-1,516.52	49.4%
9000 • Other Expenses	0.00			
9500 • Depreciation Expense	60,801.36	60,801.36	0.00	100.0%
9999 • Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	1,569,461.20	1,687,720.44	-118,259.24	93.0%
Net Ordinary Operating Surplus	108,692.94	-45,898.40	154,591.34	-236.8%
Other Expense	-316.56	0.00	-316.56	100.0%
Net Revenue	108,376.38	-45,898.40 ³	154,274.78	-236.1%

1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
2. Tourist Mitigation Funds. (See expanded note).
3. \$10,833 x 8 = \$86,664 for Urgent Car increase and covered by UC reserves.

**Coast Life Support District
Profit & Loss Budget Overview FY19
July 2018 through February 2019**

	Jul '18 - Feb ...	Budget	\$ Over Bud...	% of Bud...
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	341,613.86	318,442.68	23,171.18	107.3%
4009 · Mendocino Urgent Care Tax	237,689.27	225,284.68	12,404.59	105.5%
4010 · Mendocino Ad Valorem Tax	76,529.18	66,955.32	9,573.86	114.3%
Total 4001 · Mendocino County Taxes	655,832.31	610,682.68	45,149.63	107.4%
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	278,461.30	250,096.00	28,365.30	111.3%
4029 · Sonoma Urgent Care Tax	227,734.19	204,010.00	23,724.19	111.6%
Total 4002 · Sonoma County Taxes	506,195.49	454,106.00	52,089.49	111.5%
Total 4000 · CLSD Special Taxes	1,162,027.80	1,064,788.68	97,239.12	109.1%
4100 · Interest Revenue	20.35	0.00	20.35	100.0%
4200 · Ambulance Revenue	478,235.99	433,333.32	44,902.67	110.4% ¹
4400 · Miscellaneous Revenue	37,870.00	21,700.00	16,170.00	174.5% ²
4410 · Intergovernmental Transport(IGT)	0.00	86,666.68	-86,666.68	0.0%
4420 · Ground Emerg Med Transport	0.00	16,666.68	-16,666.68	0.0%
4421 · GEMT - SB523 (QAF)	0.00	18,666.68	-18,666.68	0.0%
Total Revenue	1,678,154.14	1,641,822.04	36,332.10	102.2%
Expense				
5000 · Wages and Benefits				
5200 · Health Insurance	66,461.72	80,000.00	-13,538.28	83.1%
5300 · Payroll Taxes Emplr Costs	22,183.76	24,238.68	-2,054.92	91.5%
5350 · PERS Employer Costs	67,322.96	71,238.68	-3,915.72	94.5%
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-15,992.00	-15,992.00	0.00	100.0%
5405 · Administration Salaries - Other	158,191.86	155,166.00	3,025.86	102.0%
Total 5405 · Administration Salaries	142,199.86	139,174.00	3,025.86	102.2%
5410 · Ambulance Operations Wages	425,320.33	478,302.68	-52,982.35	88.9% ³
5430 · Extra Duty/Stipend Pay/DA	27,165.63	37,472.00	-10,306.37	72.5%
5500 · Work Comp Insurance	26,956.84	35,942.68	-8,985.84	75.0%
Total 5000 · Wages and Benefits	777,611.10	866,368.72	-88,757.62	89.8%
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	25,200.00	25,200.00	0.00	100.0%
6040 · Dispatch Services	16,267.63	16,799.00	-531.37	96.8%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	1,460.81	3,333.32	-1,872.51	43.8%
6101 · Facility Repair & Maintenance	1,787.77	6,266.68	-4,478.91	28.5%
6102 · Facility Furniture	0.00	0.00	0.00	0.0%
6110 · Supps, Rental, Clean. etc	4,066.19	8,666.68	-4,600.49	46.9%
6210 · Veh. Repair & Maintenance	5,851.24	12,000.00	-6,148.76	48.8%
6240 · Vehicle Fuel	15,577.10	10,000.00	5,577.10	155.8%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	500.00			
6410 · Radios & Comm Equip - Other	291.56	2,666.68	-2,375.12	10.9%
Total 6410 · Radios & Comm Equip	791.56	2,666.68	-1,875.12	29.7%
6510 · Medical Supplies & Equip	23,629.29	16,000.00	7,629.29	147.7% ⁴
6100 · Station/Crew Expenses - Other	156.69			
Total 6100 · Station/Crew Expenses	53,320.65	58,933.36	-5,612.71	90.5%
6980 · Misc. Employee Train. Exps	582.97	4,000.00	-3,417.03	14.6%

Coast Life Support District

Profit & Loss Budget Overview FY19

July 2018 through February 2019

	Jul '18 - Feb ...	Budget	\$ Over Bud...	% of Bud...
Total 6000 · Ambulance Operations	95,371.25	104,932.36	-9,561.11	90.9%
66000 · Payroll Expenses	0.00			
6700 · Overhead/Administration				
6180 · Utilities	7,699.73	9,333.32	-1,633.59	82.5%
6188 · Telephone	4,019.87	2,983.32	1,036.55	134.7%
6300 · Insurance	12,137.56	11,997.32	140.24	101.2%
6713 · Ambulance Billing	23,593.24	26,000.00	-2,406.76	90.7%
6714 · GEMT SB52B EXP	0.00	4,666.68	-4,666.68	0.0%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	556.14	3,333.32	-2,777.18	16.7%
6718.2 · Computer Equipment	626.41	2,000.00	-1,373.59	31.3%
6718.3 · Software	1,782.30	2,000.00	-217.70	89.1%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
Total 6718 · Office Supp/Equip/Software	2,964.85	7,333.32	-4,368.47	40.4%
6720 · Board Expenses	505.73	1,666.68	-1,160.95	30.3%
6730 · Consultants				
6734 · IT	4,089.72	4,666.68	-576.96	87.6%
6735 · EMS Survey	1,968.85	2,333.32	-364.47	84.4%
6737 · Financial/Bookkeeping	11,460.26	2,000.00	9,460.26	573.0% ⁵
6738 · Legal	448.00	3,333.32	-2,885.32	13.4%
6740 · Audit	0.00	6,066.68	-6,066.68	0.0%
6741 · Tax Administration - NBS	7,292.35	6,953.32	339.03	104.9%
Total 6730 · Consultants	25,259.18	25,353.32	-94.14	99.6%
6742 · Bank/Merchant Fees	747.33	800.00	-52.67	93.4%
6755 · Property Tax Admin	11,020.44	13,333.32	-2,312.88	82.7%
6760 · Education/Professional Dev	2,464.95	1,666.68	798.27	147.9%
6765 · Election Costs/Reserve	0.00	3,333.32	-3,333.32	0.0%
6770 · Dues, Subscrip, Membership	6,209.65	6,666.68	-457.03	93.1%
6788 · Printing & Reproduction	2,888.63	6,666.68	-3,778.05	43.3%
6795 · Travel/Transportation	2,079.34	5,000.00	-2,920.66	41.6%
6970 · Community Dev/Training	13,440.75	6,666.68	6,774.07	201.6% ⁶
Total 6700 · Overhead/Administration	115,031.25	133,467.32	-18,436.07	86.2%
7000 · Urgent Care				
7011 · Admin Salaries-Alloc to UC	15,992.00	15,992.00	0.00	100.0%
7050 · UC Contract	503,170.76	503,158.68	12.08	100.0%
Total 7000 · Urgent Care	519,162.76	519,150.68	12.08	100.0%
8000 · Interest Expense				
8005 · EMS Interest Expense	0.00	1,000.00	-1,000.00	0.0%
8000 · Interest Expense - Other	1,483.48	2,000.00	-516.52	74.2%
Total 8000 · Interest Expense	1,483.48	3,000.00	-1,516.52	49.4%
9000 · Other Expenses	0.00			
9500 · Depreciation Expense	60,801.36	60,801.36	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	1,569,461.20	1,687,720.44	-118,259.24	93.0%
Net Ordinary Operating Surpluse	108,692.94	-45,898.40	154,591.34	-236.8%
Other Expense	-316.56	0.00	-316.56	100.0%
Net Income	108,376.38	-45,898.40 ⁷	154,274.78	-236.1%

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03/13/19

Accrual Basis

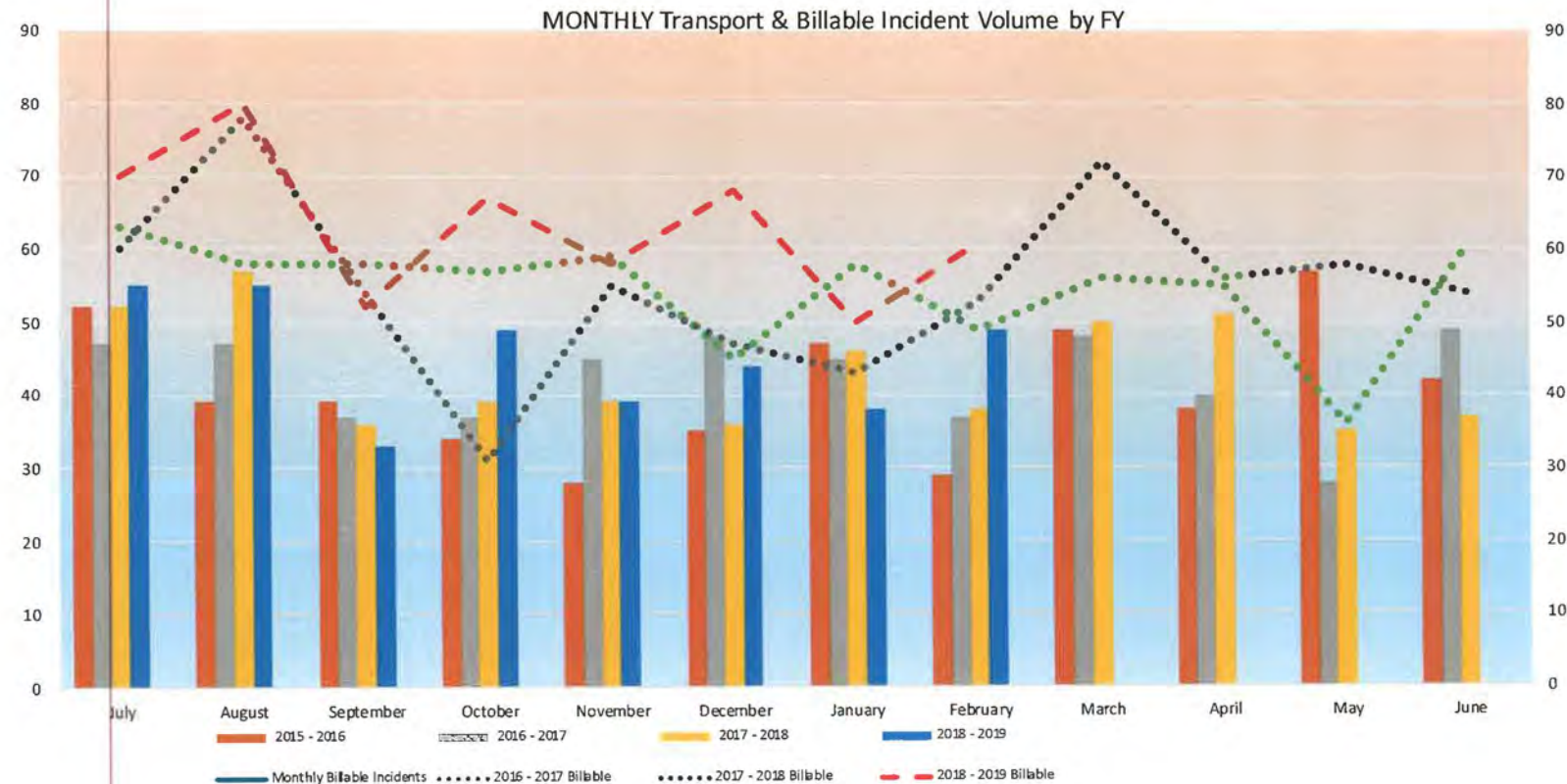
Coast Life Support District
Profit & Loss Budget Overview FY19
July 2018 through February 2019

1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
2. Tourist Mitigation Funds. FY 18 (\$12K) AND FY19 (\$10K). Plus CPR etc.
3. Ambulance Op Wages show an decrease at this time due to when payperiods hit the P&L. Budgeted number split evenly over 12 months.
4. Higher volume of medical supplies needed than budgeted.
5. Transition training to new financial/bookkeeper
6. Draw down funds from Tourist Mitigation funds for CPR training equipment.
7. $\$10,833 \times 8 \text{ months} = \$86,664$ for Urgent Care increase and covered by UC reserves.

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	49	39	44	38	49				

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	67	58	68	50	61				

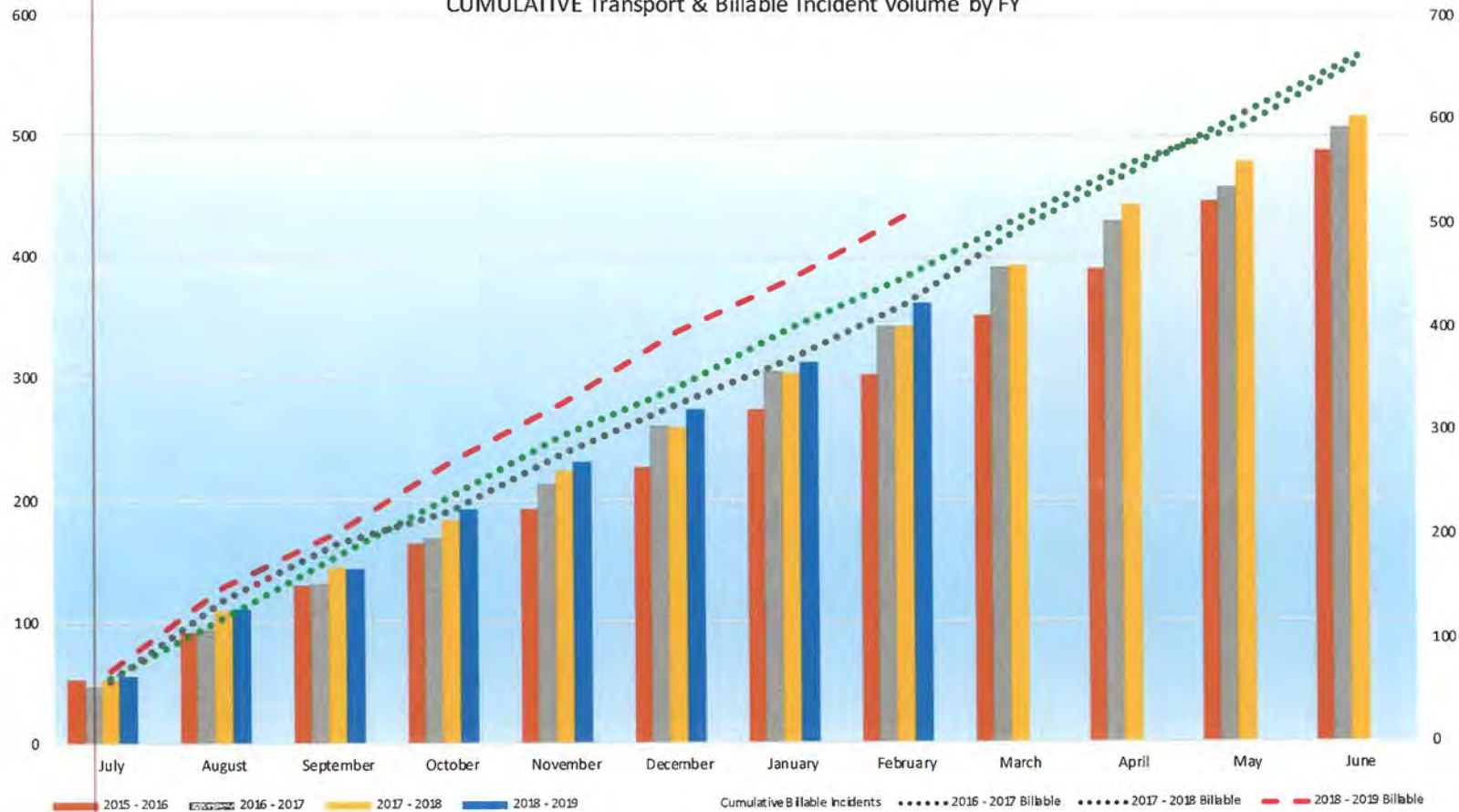


CUMULATIVE AMBULANCE DATA

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	192	231	275	313	362				



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	269	327	395	445	506				

CUMULATIVE Transport & Billable Incident Volume by FY



CLSD RUN DATA for the PRECEEDING 12 MONTHS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

MONTH MOST CURRENT ON TOP	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LANDING		DRY RUN		T&R		TO RCMS				FROM RCMS			
	AUTHORIZED ORDER DISPATCHED		PATIENT CARE RECORD		ADVANCED LIFE SUPPORT				BASIC LIFE SUPPORT				TRANSPORTS				CANCELLED ON ROUTE				ALS		BLS		ALS		BLS	
	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior
19-Feb	82	63	63	53	35	31	0	2	14	7	2	2	49	38	6	6	20	7	13	14	4	2	1	1	10	4	6	4
19-Jan	71	80	47	59	27	36	4	2	11	10	0	2	38	46	4	2	17	16	9	13	2	7	1	0	5	8	7	7
18-Dec	100	67	62	53	29	28	2	1	15	8	2	0	44	36	4	5	29	17	18	11	2	5	1	2	10	5	6	3
18-Nov	89	90	54	61	31	31	3	0	7	18	1	1	38	49	4	5	20	29	16	12	1	3	1	1	5	9	1	12
18-Oct	99	81	64	54	38	23	4	2	11	16	2	0	49	39	10	4	19	21	15	15	1	2	1	1	15	2	6	9
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
	1051	1004	721	704	419	384	26	29	102	142	13	16	534	539	78	68	271	270	195	181	25	37	10	10	105	83	43	77
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRY RUN		T&R		TO RCMS				FROM RCMS			

COAST LIFE SUPPORT DISTRICT
District Administrator and Operations Manager's Report
March 25th, 2019 BOD Meeting

District Administrator:

- Ground Emergency Medical Transport – Quality Assurance Fee (GEMT-QAF) update: Senate Bill 523 started July 1, 2018. We are mandated to supply data and eventually pay into a CA state pool. Then, depending on the number of MediCal transports we've had, receive a supplemental reimbursement. This is good for agencies serving populations with larger MediCal participants but unclear the benefit v. collateral damage to CLSD with smaller MediCal participants. This program stalled but is ramping up again, now with expanded scope of mandatory data reporting. Still unknown if CLSD will benefit or incur a financial liability.
- Ground Emergency Medical Transport (GEMT) – our FY18 claim is expected to fund sometime in April. This GEMT process is different than the GEMT-QAF above.
- Intergovernmental Transfer Agreement (IGT) – update. I will be wiring \$141,603 (Provider match and Admin fee) to the CA Dept of Health Care Services. This is a State to Federal match and draw down of funds with CLSD expecting ~\$250K net to be paid in May.
- Employee Engagement Survey was electronically sent to staff on March 11th. Staff will have three weeks to complete and then the survey will close with tabulated results approximately two weeks later.
- There continue to be 15 students enrolled for the Winter/Spring EMT course. There have been significant challenges with Worker's Comp arrangements for the students. Changes in the Administrative levels of Mendocino Coast District Hospital have led to adamant interpretation of the Affiliate Agreement. CLSD increased our liability insurance per occurrence. The CLSD Worker's Comp company however, does not cover students (volunteers yes, if regularly staffed). Currently, we are attempting arrangements to have the Volunteer Fire Departments cover their four students through their own WC programs. The others will rotate through CLSD signing waivers as is our current policy for Ride-a-longs.
- The Sonoma County Ambulance Ordinance meetings continue bi-monthly. Diverse collaborative County EMS representation is working to draft a new ordinance and now, simultaneously develop the Request For Proposals to award an Exclusive Operating Area (EOA) at the direction of the Department of Health Services and County Counsel. An EMS ad hoc committee (with two County Board of Supervisors – one of which is District 5 Supervisor Hopkins) is providing oversight. At the request of the group, the ad hoc is considering a request to EMSA for an additional one year extension so the process can conclude without being forced to meet artificial deadlines.
- We are continuing our historical research of 201 rights which would establish exclusivity for CLSD. If determined we have them, CLSD would not be included in an EOA.
- The CA Fire Chiefs Association argues the definition of 201 agencies has not been properly promulgated at the state level EMSA. Thus, CLSD is simply gathering information to have available if needed in the future.
- CLSD (Evan) continues participating in an entire catalog review of all Coastal Valleys EMS Agency update of Field Protocols. Especially important is to represent the rural perspective relative to expanded scope and/or longer transports.
- We have hired Clara Frost, BS in Accounting, to part-time job share the bookkeeping role with Robin Bean via a telecommuting arrangement. Primary responsibilities have been assigned. However, once established, we plan to cross train to provide CLSD redundancy in accounting. This is a win-win arrangement for Clara, Robin, and CLSD.
- At the annual RCMS fund raiser Be Our Guest on March 2, 2019, CLSD received a Community Champion award. In a brief statement to the audience, I acknowledged that CLSD is part of the healthcare infrastructure of our rural frontier. Thanks to RCMS, the Urgent Care (the only designated alternative ambulance receiving facility [non-hospital] in the state), and to all of Fire Departments and their First Responders. Our primarily volunteer Fire Department First Responders are often first on scene at an incident and providing medical aid until we arrive. When asked for a shout out to acknowledge our Fire Departments, the audience responded with thunderous applause. Photos attached were provided by RCMS.
- MHA: CLSD participated in two separate Work Plan revisions of the MHA Development grant to re-align CLSD and RCMS primarily based on their workforce shortages. The revised plan will need HRSA approval.

- MHA: CLSD will participate in a full day Technical Assistance Site Visit on April 4th to help determine future directions for MHA and strategize new ways to improve Care Coordination.

Operations Manager:

Deployment / Staffing

- ALS (M-120) staffed 100%
- Second paramedic staffing expected to be in full swing in May
- Megan Rosecrans accepted the full time paramedic position. Hans Petersen accepted the part time paramedic position. Both start orientation in April
- Garcia River Coverage season coming to an end. Up staffed 3 times 5 days total. No calls. We continue to independently predict flooding, stage north of the river, and the river flooded every time.

Facilities

- No major issues pending.
- Operations manager downsized offices in the bay. The second out crew will have the bigger room with twin sized bed. In efforts to multi-purpose space utilization, this room will have a murphy bed / office. It can be used for impromptu meetings, staff counseling/performance review, extra duty or extra projects workspace, etc.
- Remodeling of downstairs quarters has started and will progress in April. Initial design has been placed on CAD drawings and we are vetting with staff for feedback.

Vehicles/Equipment

- Vehicles are in good working condition
- 2011 had new front end work.
- Quote for air bag suspension for Chevy is \$800-\$1000

Community events / Training

- A Community Wellness Fair and Blood Drive is scheduled on May 10th at Gualala Community Center (organized by RCMS). The booths will be outside with the blood drive inside. CLSD will have information about CPR, First Aid, have First Aid kits, Fall Prevention, etc. and provide tours of the ambulance.
- RCMS continues with monthly CPR classes.
- Busy months coming for CPR Training. Horicon School staff (17) and 6th, 7th, and 8th graders. At Point Arena school will be providing CPR for staff.
- CLSD assisted in training Coast Youth Little League
- We've purchased more training aids from the Sonoma County Tourist Mitigation Fund. Choking Charlie and the bleeding arm (as demonstrated during this meeting).
- CLSD First aid kits remain a popular request
- Goldie has made positive contacts for CPR to the students. We plan on having all 8th grade students trained in CPR and basic first aid. We plan on offering High School students free CPR before school ends.
- There are 15 participants enrolled in the 8-week Matter of Balance class as part of the Community Fall Prevention Program.

March 2nd, 2019 – RCMS *Be Our Guest* Annual Fundraiser



COAST LIFE SUPPORT DISTRICT – RECIPIENT OF A COMMUNITY CHAMPION AWARD



COMMUNITY WELLNESS FAIR & BLOOD DRIVE

SAVE THE DATE

GUALALA COMMUNITY CENTER



May
10
2019

Community Blood Drive Inside

Health, Safety, Wellness, and
Lifestyle Resources Outside

Fun Activities for All Ages!

12pm
to
4pm



For more information contact Karen Wilder at kwilder@rcms-healthcare.org, call 707.884.9434, or go to www.rcms-healthcare.org/community-wellness-fair