

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 >>> **MONDAY MARCH 23rd, 2020 – 4 PM**<<<

NOTICE: Due to COVID-19 pandemic; the Executive Order of Governor Newsom No 29-20; and mandatory Sheltering in Place orders of both Sonoma and Mendocino County Health Officers, essential Brown Act guidelines are temporarily suspended. Board meetings may be held via teleconference. Votes will require role call. The CLSD training room will remain a publicly accessible location that accommodates attendees spacing themselves at least six feet apart for social distancing.

To join by phone, dial +1-510-338-9438; Access code: 626 840 498

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: February 24th, 2020 meeting Beaty
4. Privilege of the floor Beaty
5. New Business Beaty
 - a. Public Forum – Measure J: Enhanced & Sustainable Ambulance Services presentation w/ Q & A Caley
 - b. Brown Act modifications during a pandemic Beaty
6. Old Business Caley
 - a. Reminder: Ethics Renewal Training and Form 700's due Caley
 - b. DA Succession / Recruitment: Ad hoc planning update Caley
7. Reports:
 - a. RCMS update Beaty/Caley
 - b. Finance: YTD Tilles
 - i. Ambulance revenue – Wittman YTD
 - ii. Expenses
 - c. Communication Committee Bower/André
 - i. Communication strategy for Ballot Measure
 - d. MHA update Tittle
8. DA / Ops report Caley
 - a. Ambulance run data, with 2nd-Out program data
 - b. DA / Ops Summary Report – read in advance and will have Q & A
 - c. Rural EMS Training Grant
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:
Apr 27th, 2020
May 20th, 2020 (Moved from the 4th Monday due to the Memorial Day holiday on the 25th)
Jun 22nd, 2020
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
4:00 PM, February 24th, 2019 Meeting

Call to Order: President Beaty called the meeting to order at 4:04 p.m. at the Bill Platt Training Room. Present were Directors: Paterson, Bower, Schwartz. Directors Tilles, Tittle and André were absent. Also present: District Administrator (DA) David Caley, Ops Manager Evan Dilks, Bookkeeper Clara Frost, Paramedic Megan Rosecrans and community members Rich Hughes, Steven Winningham and Joan, EMT student.

Adoption of the Agenda: Director Schwartz moved to adopt the agenda as written seconded by Director Paterson. All ayes.

Approval of Minutes: Board of Directors meeting minutes January 27th, 2020 and Special Meeting minutes - Director Schwartz moved to approve the minutes as written and seconded by Director Bower. All ayes.

Privilege of the Floor

- a. DA Caley shared two stories about EMS in our local rural community and Paramedic Megan Rosecrans was introduced to the board.

New Business:

- a. Public Forum- Measure J: Enhanced & Sustainable Ambulance Services presentation w/ Q&A. DA Caley presented several years of data and analysis that has led the BOD to seek a ballot measure to increase the EMS parcel tax levy. This presentation to the BOD and attending public is to help educate and understand the rationale seeking additional tax revenue b/c of the increased demand for Emergency Services in our area.
- b. Brown Act tenets – deferred.

Old Business:

- a. Reminder: Ethics Renewal Training and Form 700's due.
- b. DA Succession/Recruitment: Ad hoc planning update – A recruitment firm has been hired & paid 1/3 of the contracted fee. A recruitment bulletin draft has been created & edited by Beaty and Caley. The DA salary survey had been received. The board is taking a closer look at rerouting some of the financial responsibilities away from the DA job description.

Reports:

- a. RCMS update: The board continues to discuss RCMS financials and operations to stay abreast of their business plans and reorganization.
- b. Finance: YTD
 - i. Ambulance Revenue – Wittman YTD: Billable incidents were lower than normal in January yet the net changes for the month were relatively high. Net payments for January 2020 were \$85,805 with A/R of 397,309. January had 43 billable incidents with 39 transports. Cumulative are 413 billable incidents with 316 transports.
 - ii. Expenses – within budget
 - iii. Investment account – no change
- c. Communication Committee:
 - i. Communication strategy for Ballot Measure was discussed highlighting how to differentiate Emergency Services from Urgent Care or Fire related funding.
- d. MHA update: Deferred

DA / Ops report:

- a. Ambulance Run data with new 2nd out paramedic program data attached to BOD packet.
- b. DA / OPS Summary Report – Reviewed ahead and Q and A provided as necessary.
- c. Rural EMS Training Grant: Caley is applying for a grant that will award \$800,000 toward EMS Training.

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

- Monday, March 23rd
- Monday, April 27th
- **Wednesday, May 20th (due to Memorial Day)**

Adjournment: at 6:02

Minutes Approved:

_____(Date)_____

DRAFT

Peckham & McKenney
"All about fit"



Photo Credit Hall Kelley

District Administrator

COAST LIFE SUPPORT DISTRICT

GUALALA, CALIFORNIA

THE OPPORTUNITY

This is a chance to be at the forefront of challenging and exciting projects that will frame this community's future health care. The role of District Administrator is a unique opportunity for a person who:

- Wants to make a difference in providing important emergency medical services now and improving health care in the future.
- Is motivated to coach, train, and develop staff so they may reach their potential.
- Is attracted by professional challenges and likes to work in an interagency setting.
- Is at the stage professionally where a flexible work schedule is attractive.
- Wants to live and work in a rural setting, which also is a destination/resort location. People have moved here from all parts of the world. The high quality of life, the dramatic coastline, comparative lack of crime, and the high level of community volunteerism are among the reasons people are drawn to this beautiful area.

THE COMMUNITY

Coast Life Support District (CLSD) is headquartered at the southern tip of Mendocino County in the unincorporated town of Gualala, California. The District serves a population of approximately 6,200 full-time residents in northern Sonoma County and southern Mendocino County, an area renowned as a coastal tourist destination. The peak-time population can swell to 15,000 during holidays and vacation times.

CLSD's service area stretches sixty miles along the coast, from just north of Irish Beach in Mendocino County, to Timber Cove in Sonoma County. The geography is the Pacific Ocean to the west and a coastal mountain range to the east. Communities are clustered primarily in a linear fashion along California Highway 1, which is a two-lane winding route.

The area's economic makeup has changed dramatically over the past 50 years. Historically, the economy was driven by ranching, timber, and fishing. These activities exist today but on a much smaller scale. Now, tourism plays a significant role in the local economy. Other areas of economic importance are the construction trades, service and local retail businesses, and cottage industries. The recreational draw includes abalone diving, bird and whale watching, camping, hiking, mushroom hunting, boating, fishing, and golfing.

There is a vibrant artistic culture in the area as provided by the Arena Theater, Gualala Arts, and many other groups. Wildlife abounds with over 19,000 gray whales passing by each year. Gray foxes, Tundra swans, deer, herons, harbor seals, sea lions, hawks, and many other species live and prosper here as well.

Housing and lifestyles vary significantly within the District. Housing ranges in price from under \$100,000 for a cabin or modular home in the forest to several million dollars for a house on the ocean. Lifestyle variations range from people living off the grid to being a member of a local service club. People's

backgrounds are diverse, from Nobel Prize winners, artists, retired executives and authors, to people born and raised here. The diversity and talent of District residents is considered one of the area's most admirable resources.

Neighbor helping neighbor is the rule on the coast and not the exception.

For more information on the local communities of the CLSD, please visit www.redwoodcoastchamber.com.

THE ORGANIZATION

Coast Life Support District was formed in 1986 following special California state legislation and a local election to form this new multi-county agency. AB 4227 created the District "to provide emergency medical services, including emergency ambulance and life support services and certain other health services to a specified area within Sonoma and Mendocino Counties."



Photo Credit: Scott Simpson/West of One

Medical services are scarce in CLSD's service area. Redwood Coast Medical Services (RCMS) provides limited primary care and urgent care as a Federally Qualified Health Center, but full hospital facilities are a significant distance from CLSD. From the town of Gualala, the approximate center of the District, the closest 24-hour emergency medical care facilities are an average of 1.5 to 2 hours travel time by road (in good weather) – some of the longest drive times to a hospital in California. Due to the unusually long transport times to tertiary care, District paramedics routinely provide much more comprehensive stabilization and in-transport care than the standard protocols of their urban counterparts.

CLSD's early focus was development of a reliable, high-quality ambulance service. In recent years, the District has expanded its activities in accordance with its mission statement.

In 2014, residents passed a CLSD-sponsored ballot measure to fund urgent care services. That tax allowed CLSD to contract for urgent care services seven days a week from 8 AM to 6 PM. The local Urgent Care is designated by both the Regional and State EMS authorities as an "alternative ambulance receiving facility" which helps reduce the number of transports out of the District.



Photo Credit: Bonnie Plakos

Currently, due to a number of factors, the long-term sustainability of the RCMS medical clinic is in question. The potential loss of this clinic and the critical urgent care services it provides would be very detrimental to this coastal region. A private fund raising effort has provided RCMS the ability to stay open for the next several months and hopefully becomes financially sustainable for the long-term.

If RCMS should cease operations, it is estimated that a large percentage of the patients it currently sees in Urgent Care would become 911 transports by CLSD to hospital emergency rooms. Increasing CLSD's capacity to handle a doubling or tripling of its call volume within a short time period will be a major challenge for the organization.

This issue is complex and many agencies will be impacted in the worst-case scenario. The new District Administrator should expect to be heavily involved in the resolution of this situation, whatever that resolution might be.

Overall, based on the overwhelmingly positive patient responses, the CLSD has become a responsive and capable ambulance service that is highly valued throughout this coastal area. To learn more about the Coast Life Support District, please visit www.clsd.ca.gov.

THE POSITION

This opportunity is due to the retirement of District Administrator David Caley, who reports to a volunteer, seven-member elected Board of Directors that meets monthly. Mr. Caley is recognized for making significant improvements in all aspects of the CLSD operations including management, finances, data driven decision making, and staff moral. He will be missed.

The administrative staff consists of the District Administrator, Operations Manager, and a bookkeeper/executive assistant. The billing function is outsourced but is supervised by the District Administrator. The current administrative structure is under review by the Board of Directors to ensure it can serve our future needs. The crews staffing the ambulances include six full-time paramedics with three full-time and eight part-time ALS EMT's. CLSD works closely with CalFire and four volunteer fire departments on the coast who also perform EMS services.

Currently, there are approximately 1,000 dispatched calls per year, with about 550 of those calls requiring transport. And based on excellent data and record keeping, the CLSD is now able to identify trends and expects to see a steady increase in the demand for services for the next several years.

The CLSD receives funds from two separate parcel taxes, with other sources of revenue including ambulance service billings, a small ad valorem tax subsidy provided by Mendocino County, and from donations. This year's budget is \$2.8 million, with over \$925,000 of that budget being wages.



Photo Credit: Hall Kelley



THE IDEAL CANDIDATE

The Board of Directors has identified various characteristics important in a District Administrator. The most significant are:

- Be a seasoned manager and leader with strong interpersonal and financial management skills that will work in this small organization and rural service area.
- Have a management style that includes being approachable, team-oriented, participative, a strong mentor, and encouraging of ideas from the rank and file.
- Possess excellent communication skills, including being articulate, a good writer, and a good listener.
- Be mature and self-confident and appreciate different points of view.
- Be a role model within CLSD for integrity, work ethic, and commitment to service excellence.
- Stay on the cutting edge of EMS by fostering creativity and innovation at staff level.

- Give his/her best professional recommendation and does not count Board votes first.
- Be a visionary toward the future of CLSD, while maintaining the excellent day-to-day operations.
- See the District as a critical partner in the health care of an isolated geographical area and will not focus exclusively on the ambulance service needs of CLSD.
- Be effective in inter-agency settings and able to build productive relationships with area fire departments, other local agencies, hospitals and the various administrators in two counties and at the state level.
- Be politically aware and astute, but not political.
- Be at ease living in a rural and coastal community and will fit into an organization and communities with an informal style.
- Embrace and understand the mission of CLSD and maintain the excellence of our ambulance service.

Ideally, the District Administrator would have emergency service and/or other health care experience. The Board recognizes that a skilled administrator from a variety of other managerial backgrounds could very capably help them attain their goals while leading the District staff.

THE COMPENSATION

The District Administrator work schedule is flexible. The salary range is \$80,150 to \$104, 823. Contributions are made to the CalPERS retirement (2% at 62), and a monthly health care allowance exists.

SEARCH SCHEDULE

Filing Deadline May 18, 2020
Preliminary Interviews May 20 through
June 4, 2020
Recommendation of Candidates June 8, 2020
Finalist Interview Process June 22 and
June 23, 2020

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please visit our website:

Peckham & McKenney
www@peckhamandmckenney.com

Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919 or direct to (916) 616-9173 if you have any questions regarding this position or recruitment process.



www.peckhamandmckenney.com

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
FY19													
MARCH '19	75	\$ 297,252	\$ 172,524	\$ 32,088	\$ 964	\$ 91,676	\$ 39,210		\$ 39,210	\$ 38,101	\$ 5,024	\$ -	\$ 464,867
APRIL '19	54	\$ 196,917	\$ 143,715	\$ 18,395	\$ 3,144	\$ 31,662	\$ 71,037	\$ 1,091	\$ 69,947	\$ -	\$ 250	\$ 65	\$ 426,397
MAY '19	56	\$ 215,716	\$ 74,460	\$ 50,320	\$ 967	\$ 89,969	\$ 67,379	\$ -	\$ 67,379	\$ 26,680	\$ 1,948	\$ 500	\$ 420,858
JUNE '19	69	\$ 245,187	\$ 127,965	\$ 28,276	\$ 5,326	\$ 83,620	\$ 49,795	\$ -	\$ 49,795	\$ 16,416	\$ 800	\$ 62	\$ 437,528
FY20													
JULY '19	61	\$ 225,748	\$ 62,734	\$ 2,853	\$ 7,631	\$ 152,530	\$ 71,407	\$ -	\$ 71,407	\$ -	\$ -	\$ 3,911	\$ 522,562
AUGUST '19	61	\$ 227,284	\$ 114,434	\$ 74,225	\$ 8,913	\$ 29,713	\$ 69,867	\$ -	\$ 69,867	\$ 16,067	\$ 1,837	\$ -	\$ 464,503
SEPTEMBER '19	76	\$ 277,000	\$ 75,627	\$ 47,381	\$ 6,146	\$ 147,846	\$ 48,221	\$ -	\$ 48,221	\$ -	\$ 7,930	\$ 15	\$ 556,213
OCTOBER '19	64	\$ 242,079	\$ 117,750	\$ 57,124	\$ 5,077	\$ 62,127	\$ 80,054	\$ 2,119	\$ 77,935	\$ -	\$ 4,914	\$ 158	\$ 535,648
NOVEMBER '19	58	\$ 236,748	\$ 138,127	\$ 38,467	\$ 250	\$ 59,904	\$ 68,727	\$ -	\$ 68,727	\$ -	\$ -	\$ -	\$ 526,824
DECEMBER '19	50	\$ 199,255	\$ 132,913	\$ 26,184	\$ 10,389	\$ 29,770	\$ 109,483	\$ -	\$ 109,483	\$ 15,870	\$ 6,211	\$ -	\$ 425,030
JANUARY '20	43	\$ 199,161	\$ 92,162	\$ 46,978	\$ 1,937	\$ 58,085	\$ 85,951	\$ 146	\$ 85,805	\$ (750)	\$ 750	\$ -	\$ 397,308
FEBRUARY '20	50	\$ 190,789	\$ 134,677	\$ 31,849	\$ 600	\$ 23,663	\$ 54,253	\$ -	\$ 54,253	\$ -	\$ 499	\$ 3,907	\$ 370,126

<i>FEB'19</i>	<i>61</i>	<i>\$ 233,790</i>	<i>\$ 94,248</i>	<i>\$ 63,149</i>	<i>\$ 9,264</i>	<i>\$ 67,129</i>	<i>\$ 47,592</i>		<i>\$ 47,592</i>	<i>\$ 34,163</i>	<i>\$ 233</i>	<i>\$ -</i>	<i>\$ 455,524</i>
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FY To Date	402	\$ 1,798,065	\$ 868,424	\$ 325,061	\$ 40,943	\$ 563,637	\$ 587,963	\$ 2,264	\$ 585,699	\$ 31,187	\$ 22,142	\$ 7,992	
Last 12 Months	717	\$ 2,753,137	\$ 1,387,088	\$ 454,141	\$ 51,344	\$ 860,564	\$ 815,385	\$ 3,355	\$ 812,030	\$ 112,384	\$ 30,164	\$ 8,618	

Monthly Average FY To Date	50	\$ 224,758	\$ 108,553	\$ 40,633	\$ 5,118	\$ 70,455	\$ 73,495	\$ 283	\$ 73,212	\$ 3,898	\$ 2,768	\$ 999	
Monthly Average Last 12 Months	60	\$ 229,428	\$ 115,591	\$ 37,845	\$ 4,279	\$ 71,714	\$ 67,949	\$ 280	\$ 67,669	\$ 9,365	\$ 2,514	\$ 718	

AGING							
Month	Current	31-60	61-90	91-120	121-180	180+	Balance
FEB 29TH	\$ 50,808	\$ 57,675	\$ 32,564	\$ 24,224	\$ 52,451	\$ 152,404	\$ 370,126

Coast Life Support District

Profit & Loss Budget Overview FY19

July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes	1,328,154.92	1,208,973.28	119,181.64	109.9%
4100 · Interest Revenue	16.16	7,333.32	-7,317.16	0.2%
4200 · Ambulance Revenue	531,987.15	433,333.32	98,653.83	122.8% ¹
4400 · Miscellaneous Revenue	14,433.68	33,333.32	-18,899.64	43.3%
4410 · Intergovernmental Transport(IGT)	0.00	117,020.00	-117,020.00	0.0%
4420 · Ground Emerg Med Transport	-184.60	12,000.00	-12,184.60	-1.5%
4421 · GEMT QAF Revenue	0.00	30,736.00	-30,736.00	0.0%
Total Revenue	1,874,407.31	1,842,729.24	31,678.07	101.7%
Expense				
5000 · Wages and Benefits	951,808.95	974,616.64	-22,807.69	97.7%
6000 · Ambulance Operations	111,142.10	109,114.00	2,028.10	101.9%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	151,174.01	136,933.40	14,240.61	110.4%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	550,206.00	550,210.00	-4.00	100.0%
8000 · Interest Expense	807.10	1,333.32	-526.22	60.5%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	62,442.68	62,442.68	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	1,827,580.84	1,834,650.04	-7,069.20	99.6%
Net Ordinary Operating Surplus	46,826.47	8,079.20	38,747.27	579.6%
Net Revenue	46,826.47	8,079.20	38,747.27	579.6%

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

Coast Life Support District

Profit & Loss Budget Overview FY19

July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Bud...	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	342,906.68	318,442.64	24,464.04	107.7%
4009 · Mendocino Urgent Care Tax	312,140.34	289,833.32	22,307.02	107.7%
4010 · Mendocino Ad Valorem Tax	77,582.19	70,500.00	7,082.19	110.0%
Total 4001 · Mendocino County Taxes	732,629.21	678,775.96	53,853.25	107.9%
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	280,966.86	250,096.00	30,870.86	112.3%
4029 · Sonoma Urgent Care Tax	295,825.53	261,368.00	34,457.53	113.2%
4030 · Sonoma County Special Tax	18,733.32	18,733.32	0.00	100.0%
Total 4002 · Sonoma County Taxes	595,525.71	530,197.32	65,328.39	112.3%
Total 4000 · CLSD Special Taxes	1,328,154.92	1,208,973.28	119,181.64	109.9%
4100 · Interest Revenue	16.16	7,333.32	-7,317.16	0.2%
4200 · Ambulance Revenue	531,987.15	433,333.32	98,653.83	122.8% ¹
4400 · Miscellaneous Revenue	14,433.68	33,333.32	-18,899.64	43.3%
4410 · Intergovernmental Transport(IGT)	0.00	117,020.00	-117,020.00	0.0%
4420 · Ground Emerg Med Transport	-184.60	12,000.00	-12,184.60	-1.5%
4421 · GEMT QAF Revenue	0.00	30,736.00	-30,736.00	0.0%
Total Revenue	1,874,407.31	1,842,729.24	31,678.07	101.7%
Expense				
5000 · Wages and Benefits				
5200 · Health Insurance	76,089.03	88,000.00	-11,910.97	86.5%
5300 · Payroll Taxes Emplr Costs	24,267.62	26,390.68	-2,123.06	92.0%
5350 · PERS Employer Costs	102,101.93	105,493.32	-3,391.39	96.8%
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-16,876.68	-16,876.68	0.00	100.0%
5405 · Administration Salaries - Other	191,162.77	171,354.00	19,808.77	111.6% ²
Total 5405 · Administration Salaries	174,286.09	154,477.32	19,808.77	112.8%
5410 · Ambulance Operations Wages	519,876.64	534,141.32	-14,264.68	97.3%
5430 · Extra Duty/Stipend Pay/DA	23,555.18	29,730.68	-6,175.50	79.2%
5500 · Work Comp Insurance	31,632.46	36,383.32	-4,750.86	86.9%
Total 5000 · Wages and Benefits	951,808.95	974,616.64	-22,807.69	97.7%
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	25,200.00	25,200.00	0.00	100.0%
6040 · Dispatch Services	17,056.41	14,580.68	2,475.73	117.0%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	2,792.19	2,333.32	458.87	119.7%
6101 · Facility Repair & Maintenance	3,714.38	5,000.00	-1,285.62	74.3%
6102 · Facility Furniture	286.99	0.00	286.99	100.0%
6110 · Supps, Rental, Clean. etc	6,446.23	5,000.00	1,446.23	128.9%
6210 · Veh. Repair & Maintenance	11,408.52	15,000.00	-3,591.48	76.1%
6240 · Vehicle Fuel	15,406.56	16,666.68	-1,260.12	92.4%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	562.50	0.00	562.50	100.0%
6410 · Radios & Comm Equip - Other	2,116.26	2,000.00	116.26	105.8%
Total 6410 · Radios & Comm Equip	2,678.76	2,000.00	678.76	133.9%
6510 · Medical Supplies & Equip	24,486.92	20,000.00	4,486.92	122.4%
Total 6100 · Station/Crew Expenses	67,220.55	66,000.00	1,220.55	101.8%
6980 · Misc. Employee Train. Exps	1,665.14	3,333.32	-1,668.18	50.0%
Total 6000 · Ambulance Operations	111,142.10	109,114.00	2,028.10	101.9%

Coast Life Support District

Profit & Loss Budget Overview FY19

July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Bud...	% of Budget
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration				
6180 · Utilities	10,255.57	8,666.68	1,588.89	118.3%
6188 · Telephone	4,068.63	4,333.32	-264.69	93.9%
6300 · Insurance	14,437.18	11,533.32	2,903.86	125.2%
6713 · Ambulance Billing	34,874.50	26,000.00	8,874.50	134.1%
6714 · GEMT QAF Expense	17,421.22	0.00	17,421.22	100.0%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	1,228.31	1,666.68	-438.37	73.7%
6718.2 · Computer Equipment	42.88	1,333.32	-1,290.44	3.2%
6718.3 · Software	1,850.01	2,000.00	-149.99	92.5%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
Total 6718 · Office Supp/Equip/Software	3,121.20	5,000.00	-1,878.80	62.4%
6720 · Board Expenses	1,490.61	1,666.68	-176.07	89.4%
6730 · Consultants				
6731 · Administration	9,418.67 ³			
6734 · IT	4,116.70	4,666.68	-549.98	88.2%
6735 · EMS Survey	811.20	2,000.00	-1,188.80	40.6%
6737 · Financial/Bookkeeping	328.12	2,000.00	-1,671.88	16.4%
6738 · Legal	8,625.00	3,333.32	5,291.68	258.8% ⁴
6739 · Policy Development	0.00	3,200.00	-3,200.00	0.0%
6740 · Audit	2,076.24	6,066.68	-3,990.44	34.2%
6741 · Tax Administration - NBS	7,562.00	7,333.32	228.68	103.1%
Total 6730 · Consultants	32,937.93	28,600.00	4,337.93	115.2%
6742 · Bank/Merchant Fees	1,146.15	800.00	346.15	143.3%
6755 · Property Tax Admin	10,059.57	11,666.68	-1,607.11	86.2%
6760 · Education/Professional Dev	1,792.86	666.68	1,126.18	268.9%
6765 · Election Costs/Reserve	254.88	16,666.68	-16,411.80	1.5%
6770 · Dues, Subscrip, Membership	7,395.27	8,000.00	-604.73	92.4%
6788 · Printing & Reproduction	2,571.88	4,000.00	-1,428.12	64.3%
6795 · Travel/Transportation	1,417.90	2,666.68	-1,248.78	53.2%
6970 · Community Dev/Training	7,928.66	6,666.68	1,261.98	118.9%
Total 6700 · Overhead/Administration	151,174.01	136,933.40	14,240.61	110.4%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care				
7011 · Admin Salaries-Alloc to UC	16,876.68	16,876.68	0.00	100.0%
7050 · UC Contract	533,329.32	533,333.32	-4.00	100.0%
Total 7000 · Urgent Care	550,206.00	550,210.00	-4.00	100.0%
8000 · Interest Expense				
8005 · EMS Interest Expense	0.00	0.00	0.00	0.0%
8000 · Interest Expense - Other	807.10	1,333.32	-526.22	60.5%
Total 8000 · Interest Expense	807.10	1,333.32	-526.22	60.5%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	62,442.68	62,442.68	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	1,827,580.84	1,834,650.04	-7,069.20	99.6%
Net Ordinary Operating Surplus	46,826.47	8,079.20	38,747.27	
Net Revenue	46,826.47	8,079.20	38,747.27	

1. AMBULANCE REVENUE: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
2. Admin Salary: The Opt's Manager's Ambulance Wage not spilt out from his Admin Salary (Budgeted to 5410), along with, Increase of hours needed for the in house bookkeeper shared duties.
3. DA Retirement Replacement Search Retainer
4. Ballot Measure Development

District Administrator and Operations Manager Report February 2020

District Administrator:

As a result of COVID-19:

- Governor's Executive Order N29-10 – essential Brown Act guidelines suspended due to COVID-19
- Both Sonoma and Mendocino County now have confirmed COVID-19 patient(s) and under mandated Shelter in Place orders
- Non-essential in-person meetings canceled
- BOD and FC meetings will continue via teleconference with the Training Room open and will be the public's access to the meeting.
- Telephone numbers for call-in to meetings will be on agendas
- Ambulance staff have received a robust COVID-19 CDC training following CDC's recommendations for EMS workers. We are increasing the inventory of Personal Protection Equipment.
- CLSD is staying in frequent communication with RCMS Urgent Care to coordinate local resources and response.
- All Measure J Public Forums cancelled. The Forum presentation has been recorded and uploaded to the CLSD website. A link will soon be ready to forward and help spread the word in absence of the forums
- CPR classes suspended.
- The EMT class is on hold – investigating holding class by teleconference but challenged for students to receive clinical training. It is also likely hospitals will restrict student observation in the ED's. So there is a good probability the class will have to be cancelled.
- CLSD Webex capacity increased from 8 attendees to 200 to accommodate larger groups into meetings and presentations.
- Attended CA Special District Association webinar on Brown Act Compliance During a Pandemic. Gov. Newsom is lifting many of the compliance expectations during the pandemic.
- **Measure J:**
 - Collaborating with Communication Committee and the Yes on Measure J to Enhance and Sustain Ambulance Services advocacy group to develop messaging.
 - First ICO ad published March 19th along with an interview story with Steven Winningham, chair of the Yes on Measure J committee. A half page ad is planned each week for six weeks (either Yes on Measure J committee – advocacy; or CLSD – education). Content just now becoming available to upload and push out in social media, postcards, etc. With the COVID-19 restrictions, we are rethinking strategies to get the word out.
 - Public Forum presented in Timber Cove March 3rd and at the monthly Rotary meeting on March 5th (prior to COVID-19 restrictions). Attendees at the Rotary presentation were very receptive and several pulled out checkbooks and donated to the Yes on Measure J committee. Several also have been patients of CLSD and very supportive of the ballot measure.
- Obtaining Worker's Comp quote from another carrier. Last year found that we could save ~\$15K with another carrier but we had already passed the minimum timeline to inform current carrier and were locked into another year. This time, we will have the option to change.

- Now digitally sharing of our medical records with RCMS for improved continuity of care. Intent is (with patient permission) to inform RCMS providers their patients had a 911 call; provide opportunity to follow-up on an ER/in-patient hospitalization, or give the Urgent Care providers access to valuable information if the patient follows up in UC.
- The overpayment to DHCS has been received (\$361K)
- Wired \$133K to the IGT program for FY18/19. Expect funding in four to six weeks.
- With the cut in the Fed interest rate, our latest Treasury renewal rate dropped to .83%

Operations Manager:

Deployment / Staffing

- Paramedic Jeff Finck is now retired. Many of the crew attended a small happy hour gathering at PA pier.
- Paramedic John Huff has accepted the full-time paramedic position backfilling Bronwyn Golly who promoted into Jeff Finck's vacant position.
- We have a part-time paramedic in process of accepting an offer.

Facilities

- No major issues pending... in maintenance mode
- Splitting of bedrooms upstairs is still a goal. Getting bids and plans in order. Most likely delayed but new goal is before end of the FY.

Vehicles/Equipment

- All in good running order. No major repairs or issues
- We're beginning research to purchase a new ambulance

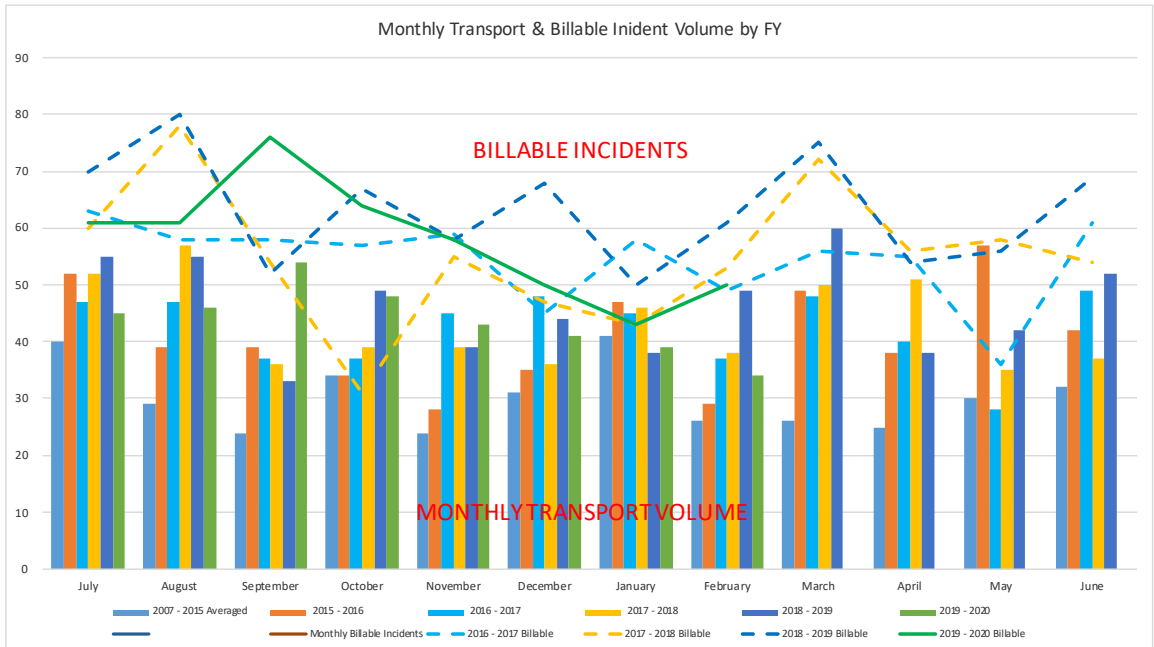
Community events / Training

- Most all meetings and Training postponed unless essential.
- WEB EX is being expanded

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
2018 - 2019	55	55	33	49	39	44	38	49	60	38	42	52
2019 - 2020	45	46	54	48	43	41	39	34				

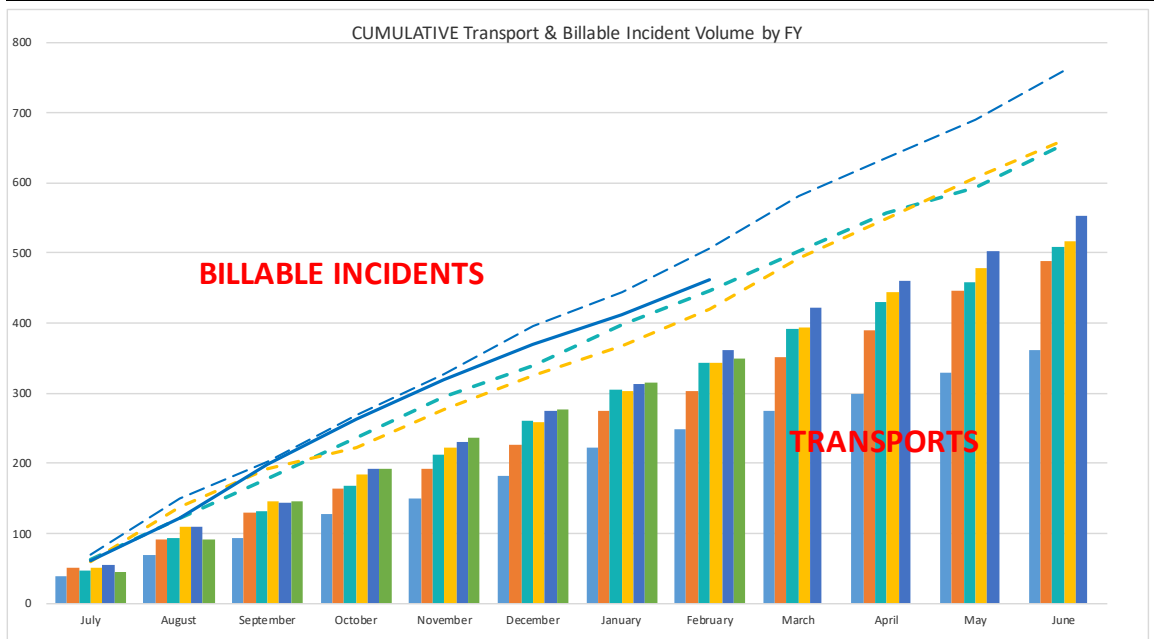
Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52	67	58	68	50	61	75	54	56	69
2019 - 2020 Billable	61	61	76	64	58	50	43	50				



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	109	145	184	223	259	304	343	393	444	479	516
2018 - 2019	55	110	143	192	231	275	313	362	422	460	502	554
2019 - 2020	45	91	145	193	236	277	316	350				

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	581	635	691	760
2019 - 2020 Billable	61	122	198	262	320	370	413	462				





M-120: 1st Out - PM + EMT = ALS
M-122: 2nd Out - PM + EMT = ALS
B-121: Back up - EMT + EMT = BLS

2nd-Out Paramedic Tracking

2019	# of Shifts M-122 Staffed	Shift	Total M122 Incidents	Dispatched	Cancelled	AMA / RAS	Transports	Billed as ALS	Billed as BLS	Total billable	Notes
MAY	29	9:00 A - 9:00 P	15	13	6	3	4	4	2	7	(2) shifts no M-122 but B-121 not dispatched
	19	9:00 P - 9:00 A		2	1	0	1	1	0		
JUN	25	9:00 A - 9:00 P	11	10	0	0	10	10	0	11	(5) shifts no M-122 due to vacations. Once Hans independent - not an issue.
	12	9:00 P - 9:00 A		1	0	0	1	1	0		
JUL	28	9:00 A - 9:00 P	18	16	3	3	9	8	2	11	(3) days 2nd Out staffed by BLS (1 AMA)
	1	9:00 P - 9:00 A		2	0	0	1	1	0		
AUG	25	9:00 A - 9:00 P	9	7	3	0	5	5	0	6	All ALS incidents
	16	9:00 P - 9:00 A		2	1	0	1	1	0		
SEP	25	9:00 A - 9:00 P	13	17	5	9	9	9	8	17	5 shifts BLS - 2 transports
	20	9:00 P - 9:00 A		0	0	0	0	0	0		
OCT	30	9:00 A - 9:00 P	12	11	1	3	7	8	2	11	1 BLS transport the 1 day M122 not staffed --> transport to RCMS
	25	9:00 P - 9:00 A		1	0	0	1	1	0		
NOV	30	9:00 A - 9:00 P	7	7	1	0	6	6	0	6	
	20	9:00 P - 9:00 A		0	0	0	0	0	0		
DEC	29	9:00 A - 9:00 P	10	9	0	3	6	6	0	10	3 BLS Hand-Offs --> ALS; 1 BLS to LZ
	22	9:00 P - 9:00 A		1	0	1	0	1	0		
2020											
JAN	30	9:00 A - 9:00 P	8	8	2	1	5	5	0	5	No calls on the 1 BLS shift with no ALS coverage
	25	9:00 P - 9:00 A									
FEB	23	9:00 A - 9:00 P	8	6	0	3	3	6	0	7	1 BLS Hand-Off from ALS > Transport 1 BLS Cancel
	23	9:00 P - 9:00 A		2	1	0	1	1	0		
MAR		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
APR		9:00 A - 9:00 P									
		9:00 P - 9:00 A									

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
20-Feb	69	82	47	63	30	35	1	0	1	14	0	2	34	49	1	6	16	20	16	13	1	4	0	1	11	10	0	6
20-Jan	64	71	49	47	38	27	0	4	0	11	0	0	39	38	6	4	14	17	11	9	1	2	0	1	8	5	0	7
19-Dec	67	100	51	62	36	29	0	2	4	15	4	2	40	44	4	4	7	29	11	18	1	2	0	1	10	10	0	6
19-Nov	71	89	55	54	42	31	0	3	1	7	0	1	43	39	8	4	18	20	12	16	1	1	0	1	13	5	1	1
19-Oct	84	99	54	64	47	38	0	4	1	11	0	2	48	49	7	10	17	19	16	15	2	1	1	1	11	15	0	6
19-Sep	94	74	66	54	51	30	0	2	2	3	1	1	54	33	12	6	20	18	23	17	0	1	1	0	13	8	1	1
19-Aug	85	110	61	73	41	46	1	1	5	9	0	1	45	55	11	6	22	26	13	18	1	3	0	0	13	14	3	4
19-Jul	84	105	61	70	45	47	0	3	0	8	0	1	45	55	9	5	11	26	16	15	2	4	0	0	11	7	0	5
19-Jun	87	87	67	58	47	41	0	1	4	1	0	0	52	37	6	5	20	19	16	14	2	4	0	0	9	10	3	0
19-May	87	76	58	54	41	32	1	1	1	3	0	0	42	35	5	5	19	20	14	19	4	3	0	0	10	8	0	1
19-Apr	78	108	53	79	31	49	1	1	7	13	1	3	38	51	5	8	20	27	15	17	1	7	2	0	8	10	3	8
19-Mar	108	97	79	70	49	37	1	1	13	13	3	1	60	50	8	10	27	25	17	20	7	0	0	2	10	10	8	3
	978	1098	701	748	498	442	5	23	39	108	9	14	540	535	82	73	211	266	180	191	23	32	4	7	127	112	19	48
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRY RUN		T&R		TO RCMS				FROM RCMS			