

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

AGENDA

REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS

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

>>> **Monday February 22, 2021 – 4 PM**<<<

NOTICE: Due to COVID-19 pandemic; the Ex. Order of Gov. Newsom; and mandatory Sheltering in Place orders of both Sonoma and Mendocino County Health Officers, Brown Act guidelines are temporarily suspended. Board meetings may be held via teleconference.

To join by phone, dial +1-510-338-9438

Access code: 182 420 2448

PW: 1234

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: Beaty
 - January 25, 2021 Board meeting
4. Privilege of the floor Beaty
5. New Business Beaty
 - a. Lifting 1000 hour rule for Part Time employees
6. Old Business Beaty
 - a. Board retreat and strategic planning
7. Reports: Tilles
 - a. RCMS updates Tilles/Crowl
 - b. Finance: YTD
 - i. Ambulance revenue – Wittman YTD
 - ii. Expenses
 - c. Communication Committee Bower/André
 - i. Branding
 - d. MHA (Mendocino Health Alliance) update Tittle
 - e. Ad Hoc HR/Personnel Committee Paterson
8. DA / Ops report Crowl
 - a. Ambulance run data
 - b. EMT Program update
 - c. Rural EMS Training Grant update
 - d. IGT, GEMT, and GEMT-QAF update
 - e. DA / Ops Summary Report – read in advance and will have Q & A
9. Shout out: Thank you Chris Dilks and Katherine Wells
10. **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:
Mar 22nd, 2021
Apr 26nd, 2021
May 24th, 2021
11. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

4:00 PM, January 25th, 2021 Meeting

Due to the COVID 19 threat and Shelter in Place order, this meeting was held by teleconference.

Call to Order: President Beaty called the meeting to order at 4:00 PM at the Bill Platt Training Room.

Present were Directors: Bower, Paterson, Schwartz, Tilles, Tittle. Director André was absent. Also present: New District Administrator Dave Crowl, Former DA David Caley, Ops Manager Evan Dilks, Bookkeeper Clara Frost, Training Grant Project Director Chris Ottolini, and RCMS CEO Ara Chakrabati.

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

Approval of Minutes: Director Schwartz moved to approve the minutes as written for the November 30th, 2020 and was seconded by Director Tittle. All ayes.

Privilege of the Floor: none.

New Business:

- a. Board retreat and strategic planning: The board discussed ideas and scheduling for this year's board retreat. It was decided to be held remotely.

Old Business:

- a. none.

Reports:

- a. RCMS updates: Ara Chakrabati, RCMS CEO, was available to give an update. He reported that RCMS has been redesignated as an EMS receiving facility for 5 years. RCMS has hired another provider as back up for the current UC providers. He thanked CLSD for contributing the necessary ambulance to the COVID vaccination clinics. There will be an estimated 30 more vaccination clinics and Chakrabati was confident that a good system has already been established.
- b. Finance: YTD
 - i. Ambulance Revenue – Wittman YTD: Net payments for December 2020 totaled \$54,496 with A/R of \$461,583.
- c. Communication Committee:
 - i. Branding: Update tabled until the February meeting.
- d. MHA update: Report pgs 9-12
- e. Ad Hoc HR/Personnel Committee: They have had 3 professional presentations and are now moving forward with another presentation with Think HR.

DA / Ops report:

- a. Ambulance Run data – December had 39 billable incidents with 30 transports. Cumulative are 311 billable incidents with 257 transports.
- b. EMT Program update: The class is full with a much higher than expected number of applicants. This will be our first attempt at distance learning.
- c. Rural EMS Training Grant update. All classes well attended.
- d. IGT and GEMT-QAF update: IGT still on hold, normal payments made for QAF
- e. CalPERS pension calculation: Liability release sent for signature.
- f. DA/Ops Summary Report- Included in packet,

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

- February 22nd
- March 22nd
- April 26th

Adjournment: Director Tilles motioned to adjourn at 4:48 PM seconded by Director Schwartz. All ayes.

Minutes Approved:

_____ (Date) _____

DRAFT

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
FY20													
FEBRUARY '20	50	\$ 190,789	\$ 134,677	\$ 31,850	\$ 600	\$ 23,663	\$ 54,253	\$ -	\$ 54,253	\$ -	\$ 499	\$ 3,907	\$ 370,126
MARCH '20	59	\$ 261,643	\$ 110,627	\$ 48,243	\$ 3,907	\$ 98,866	\$ 52,109	\$ 1,137	\$ 50,972	\$ -	\$ 1,000	\$ 30	\$ 417,051
APR '20	46	\$ 179,336	\$ 61,654	\$ 36,685	\$ 9,182	\$ 71,815	\$ 42,942	\$ 848	\$ 42,094	\$ -	\$ -	\$ -	\$ 446,772
MAY '20	44	\$ 178,031	\$ 89,447	\$ 30,422	\$ 778	\$ 57,384	\$ 71,715	\$ 196	\$ 71,519	\$ -	\$ -	\$ 306	\$ 432,943
JUNE '20	41	\$ 143,060	\$ 61,140	\$ 25,637	\$ 11,898	\$ 44,385	\$ 80,126	\$ -	\$ 80,126	\$ -	\$ 8,269	\$ -	\$ 388,932
FY21													
JULY '20	60	\$ 234,039	\$ 100,164	\$ 39,824	\$ 11,326	\$ 82,725	\$ 53,954	\$ 250	\$ 53,704	\$ 9,460	\$ 3,477	\$ 243	\$ 405,260
AUG '20	55	\$ 250,373	\$ 110,193	\$ 38,146	\$ 4,986	\$ 97,048	\$ 71,580	\$ 1,154	\$ 70,426	\$ -	\$ (0.19)	\$ -	\$ 431,882
SEPT '20	61	\$ 252,324	\$ 96,311	\$ 43,517	\$ 7,999	\$ 104,497	\$ 68,602	\$ -	\$ 68,602	\$ -	\$ 4,929	\$ -	\$ 462,848
OCT '20	58	\$ 253,498	\$ 99,962	\$ 39,992	\$ 2,269	\$ 111,276	\$ 70,665	\$ -	\$ 70,665	\$ -	\$ -	\$ -	\$ 503,459
NOV '20	48	\$ 204,221	\$ 75,028	\$ 47,860	\$ 2,579	\$ 78,754	\$ 95,678	\$ -	\$ 95,678	\$ -	\$ -	\$ 96	\$ 486,631
DEC '20	39	\$ 156,802	\$ 94,882	\$ 10,651	\$ 21,820	\$ 29,449	\$ 54,496	\$ -	\$ 54,496	\$ -	\$ -	\$ -	\$ 461,583
JAN'21	58	\$ 237,442	\$ 106,998	\$ 41,155	\$ 11,841	\$ 77,448	\$ 60,700	\$ -	\$ 60,700	\$ -	\$ -	\$ 158	\$ 478,489

JANUARY '20	43	\$ 199,161	\$ 92,162	\$ 46,979	\$ 1,937	\$ 58,084	\$ 85,951	\$ 146	\$ 85,805	\$ (750)	\$ 750	\$ -	\$ 397,308
-------------	----	------------	-----------	-----------	----------	-----------	-----------	--------	-----------	----------	--------	------	------------

FY To Date	379	\$ 1,588,698	\$ 683,537	\$ 261,144	\$ 62,820	\$ 581,197	\$ 475,675	\$ 1,404	\$ 474,272	\$ 9,460	\$ 8,405	\$ 496
Last 12 Months	619	\$ 2,541,558	\$ 1,141,081	\$ 433,981	\$ 89,185	\$ 877,311	\$ 776,821	\$ 3,585	\$ 773,236	\$ 9,460	\$ 18,174	\$ 4,739

Monthly Average FY To Date	54	\$ 226,957	\$ 97,648	\$ 37,306	\$ 8,974	\$ 83,028	\$ 67,954	\$ 201	\$ 67,753	\$ 1,351	\$ 1,201	\$ 71
Monthly Average Last 12 Months	52	\$ 211,796	\$ 95,090	\$ 36,165	\$ 7,432	\$ 73,109	\$ 64,735	\$ 299	\$ 64,436	\$ 788	\$ 1,514	\$ 395

AGING							
Month	Current (54)	31-60 (20)	61-90 (9)	91-120 (20)	121-180 (63)	180+ (106)	Balance
JAN	\$ 91,241	\$ 47,356	\$ 39,276	\$ 65,654	\$ 34,170	\$ 200,790	\$ 478,489

CMS TRANSPORTS ON -HOLD		
TOTAL	\$ 2,493.06	JAN

Coast Life Support District

Profit & Loss Budget Overview FY21

July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	419,632.50	387,822.75	31,809.75	108.2%
4009 · Mendocino Urgent Care Tax	275,835.00	255,115.00	20,720.00	108.1%
4010 · Mendocino Ad Valorem Tax	70,705.86	61,687.50	9,018.36	114.6%
Total 4001 · Mendocino County Taxes	766,173.36	704,625.25	61,548.11	108.7%
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	353,750.12	303,988.40	49,761.72	116.4%
4029 · Sonoma Urgent Care Tax	266,167.69	229,776.15	36,391.54	115.8%
4030 · Sonoma County Special Tax	2,340.59	16,384.09	-14,043.50	14.3%
Total 4002 · Sonoma County Taxes	622,258.40	550,148.64	72,109.76	113.1%
Total 4000 · CLSD Special Taxes	1,388,431.76	1,254,773.89	133,657.87	110.7%
4100 · Interest Revenue	8.95	0.00	8.95	100.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	570,901.84	379,166.65	191,735.19	150.6%
Total 4200 · Ambulance Revenue	570,901.84	379,166.65	191,735.19	150.6% ¹
4400 · Miscellaneous Revenue	1,932.49	0.00	1,932.49	100.0%
4410 · Intergovernmental Transport(IGT)	0.00	145,833.34	-145,833.34	0.0%
4420 · Ground Emerg Med Transport	0.00	11,666.66	-11,666.66	0.0%
4421 · GEMT QAF Revenue	0.00	0.00	0.00	0.0%
4500G · Training Grant Revenue				
4501G · Health Insurance	4,831.84			
4502G · EAP -Emp Assist Prog	2,500.00			
4503G · PR Taxes Emplr Cost	2,238.33			
4504G · PERS Employers Costs	4,166.72			
4505G · Admin Salaries	37,309.88			
4506G · Work Comp Ins	990.99			
4508G · A/V Sys Equip	23,782.11			
4509G · G- Ambulance Operations Wages	19,331.71			
4500G · Training Grant Revenue - Other	0.00	78,122.50	-78,122.50	0.0%
Total 4500G · Training Grant Revenue	95,151.58	78,122.50	17,029.08	121.8% ⁴
Total Revenue	2,056,426.62	1,869,563.04	186,863.58	110.0%
Expense				
5000 · Wages and Benefits				
5200 · Health Insurance	74,152.94	83,006.00	-8,853.06	89.3%
5300 · Payroll Taxes Emplr Costs	28,047.49	19,616.90	8,430.59	143.0%
5350 · PERS Employer Costs	107,481.52	104,915.40	2,566.12	102.4%
5405 · Administration Salaries	296,966.29	183,724.95	113,241.34	161.6%
5410 · Ambulance Operations Wages	493,418.59	526,180.10	-32,761.51	93.8%
5430 · Extra Duty/Stipend Pay/DA	23,760.97	32,926.85	-9,165.88	72.2%
5500 · Work Comp Insurance	15,006.75	34,143.10	-19,136.35	44.0%
Total 5000 · Wages and Benefits	1,038,834.55	984,513.30	54,321.25	105.5%
5000G · Wages & Benefits-Training Grant				
5200G · Health Insurance	4,831.84	6,622.00	-1,790.16	73.0%
5300G · Payroll Taxes Emplr Costs	2,238.33	4,921.60	-2,683.27	45.5%
5350G · PERS Employer Costs	4,166.72	5,124.00	-957.28	81.3%
5405G · Administration Salaries	37,309.88	40,076.15	-2,766.27	93.1%
5410G · Ambulance Operations Wages	19,331.71	17,962.60	1,369.11	107.6%
5500G · Work Comp Insurance	990.99	856.90	134.09	115.6%
Total 5000G · Wages & Benefits-Training Grant	68,869.47	75,563.25	-6,693.78	91.1%

Coast Life Support District

Profit & Loss Budget Overview FY21

July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	22,050.00	22,050.00	0.00	100.0%
6040 · Dispatch Services	13,904.33	13,487.84	416.49	103.1%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	1,602.44	4,375.00	-2,772.56	36.6%
6101 · Facility Repair & Maintenance	2,655.45	4,375.00	-1,719.55	60.7%
6102 · Facility Furniture	169.99	0.00	169.99	100.0%
6110 · Supps, Rental, Clean. etc	4,464.15	4,375.00	89.15	102.0%
6210 · Veh. Repair & Maintenance	22,024.02	13,125.00	8,899.02	167.8% ⁹
6240 · Vehicle Fuel	10,496.71	14,583.34	-4,086.63	72.0%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	437.50	500.00	-62.50	87.5%
6410 · Radios & Comm Equip - Other	3,145.14	1,750.00	1,395.14	179.7%
Total 6410 · Radios & Comm Equip	3,582.64	2,250.00	1,332.64	159.2%
6510 · Medical Supplies & Equip	30,914.63	23,333.33	7,581.30	132.5% ¹⁰
Total 6100 · Station/Crew Expenses	75,910.03	66,416.67	9,493.36	114.3%
6980 · Misc. Employee Train. Exps	171.98	4,375.00	-4,203.02	3.9%
Total 6000 · Ambulance Operations	112,036.34	106,329.51	5,706.83	105.4%
6000G · Training Grant Operations				
6100G · Training Grant: Station/Equipment/Train				
6101G · A/V System Equipment	1,562.11	1,895.85	-333.74	82.4%
6102G · Training Room Equipment	0.00	2,391.65	-2,391.65	0.0%
6103G · Training Equipment	22,220.00	1,312.50	20,907.50	1,693.0% ¹¹
6110G · CPR Training Equipment	0.00	466.65	-466.65	0.0%
6210G · Responder Training Bag Equip	0.00	1,400.00	-1,400.00	0.0%
6240G · EMR & EMT Textbooks	0.00	2,337.40	-2,337.40	0.0%
Total 6100G · Training Grant: Station/Equipment/Train	23,782.11	9,804.05	13,978.06	242.6%
Total 6000G · Training Grant Operations	23,782.11	9,804.05	13,978.06	242.6%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration				
6180 · Utilities	9,110.22	8,166.67	943.55	111.6%
6188 · Telephone	4,045.37	3,791.66	253.71	106.7%
6300 · Insurance	10,471.00	10,470.83	0.17	100.0%
6713 · Ambulance Billing	24,814.29	22,750.00	2,064.29	109.1%
6714 · GEMT QAF Expense	6,686.10	8,181.25	-1,495.15	81.7%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	842.74	1,750.00	-907.26	48.2%
6718.2 · Computer Equipment	26.95	2,916.67	-2,889.72	0.9%
6718.3 · Software	5,397.96	2,333.33	3,064.63	231.3%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
Total 6718 · Office Supp/Equip/Software	6,267.65	7,000.00	-732.35	89.5%
6720 · Board Expenses	6,455.71	14,583.34	-8,127.63	44.3% ¹²
6730 · Consultants				
6731 · Administration	4,069.77	0.00	4,069.77	100.0%
6734 · IT	0.00	3,791.67	-3,791.67	0.0%
6735 · EMS Survey	2,503.80	2,041.67	462.13	122.6%
6737 · Financial/Bookkeeping	0.00	5,250.00	-5,250.00	0.0%
6738 · Legal	3,036.00	2,916.67	119.33	104.1%
6739 · Policy Development	0.00	0.00	0.00	0.0%
6740 · Audit	9,900.00	5,541.67	4,358.33	178.6%
6741 · Tax Administration - NBS	6,787.41	7,000.00	-212.59	97.0%
Total 6730 · Consultants	26,296.98	26,541.68	-244.70	99.1%
6742 · Bank/Merchant Fees	1,151.84	991.67	160.17	116.2%
6755 · Property Tax Admin	13,341.50	10,208.34	3,133.16	130.7%
6760 · Education/Professional Dev	23.00	2,916.67	-2,893.67	0.8%

Coast Life Support District

Profit & Loss Budget Overview FY21

July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
6765 · Election Costs/Reserve	0.00	0.00	0.00	0.0%
6770 · Dues, Subscrip, Membership	6,806.99	8,750.00	-1,943.01	77.8%
6788 · Printing & Reproduction	1,233.44	1,750.00	-516.56	70.5%
6795 · Travel/Transportation	0.00	2,916.66	-2,916.66	0.0%
6970 · Community Dev/Training	4,858.15	4,375.00	483.15	111.0%
Total 6700 · Overhead/Administration	121,562.24	133,393.77	-11,831.53	91.1%
6700G · Overhead/Administration -Training Grant				
6730G · Consultants				
6732G · EAP - Employee Assist Prog	2,500.00	2,500.00	0.00	100.0%
Total 6730G · Consultants	2,500.00	2,500.00	0.00	100.0%
6795G · Travel & Conferences	0.00	4,054.75	-4,054.75	0.0%
6970G · Meals (annual conference)	0.00	262.50	-262.50	0.0%
Total 6700G · Overhead/Administration -Training Grant	2,500.00	6,817.25	-4,317.25	36.7%
6971 · IGT				
7000 · Urgent Care	0.00	0.00	0.00	0.0%
7011 · Admin Salaries-Alloc to UC	17,994.66	17,994.65	0.01	100.0%
7050 · UC Contract	466,666.62	466,666.66	-0.04	100.0%
7000 · Urgent Care - Other	0.00	0.00	0.00	0.0%
Total 7000 · Urgent Care	484,661.28	484,661.31	-0.03	100.0%
8000 · Interest Expense	893.51	0.00	893.51	100.0%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	61,492.35	61,492.35	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	1,914,631.85	1,862,574.79	52,057.06	102.8%
Net Ordinary Operating Surplus	141,794.77	6,988.25	134,806.52	2,029.0%
Net Revenue	141,794.77	6,988.25	134,806.52	2,029.0%

1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
2. IGT Receivable: the amount receivable for IGT/transportations historically will not reflect until later in FY21
3. GEMT Receivable: the amount receivable for IGT/transportations historically will not reflect until later in FY21
4. Training Grant - reimbursement of Services, payroll, employer taxes, training equipment.
Revenues represents accrual grant expenses (invoiced) to the Training Grant.
Some expenses (ex: Training Equipment ~22k) were purchases at the beginning of the Grant and are showing higher than budgeted. Will continue to monitor expenses.
5. Payroll Taxes - Higher than normal due to transition of District Administrators, DA step increase, retention salary. Also, there were three pay periods in July and Dec FY21. Jan FY21 Prior DA Retired and CLSD should see this decrease.
6. Admin Salary: Higher than normal due to the New DA Step increase and retention salary. The Opt's Manager's Ambulance Wage not split out from his Admin Salary (Budgeted to 5410), as well as, three pay periods in July & Dec FY21. Prior DA has retired in Jan FY21 and CLSD should start seeing a decrease.

Coast Life Support District
Profit & Loss Budget Overview FY21
July 2020 through January 2021

7. Some expense not yet realized.
.....
8. 5500 Work Comp Insurance: billing based on the Annual SDRMA-WC PAYROLL RECONCILIATION REPORT. Billing adjustments (charges/credits) are made based on those finding. Recieved a rebate/refund of 5,489.04 in Oct. (based on Annual PR Reconciliation). An increase to wages in FY21 (Operations and REMSTC Grant) are expected. Part of the Work Comp is being coded to the Training Grant.
.....
9. Veh Repair & Maintenance: two large unexpected ambulance repairs in Dec
.....
10. 6510-Medical Supplies: more supplies ordered during COVID pandemic
.....
11. Purchase of Training Grant equipment hit in Dec.(Reimbursed by the Training Grant) Bugeted expense are split over 12 months FY21
.....
12. DA Recruitment- New DA in place. expenses for this should now be complete
.....

Coast Life Support District

Profit & Loss Budget Overview FY21

July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes	1,388,431.76	1,254,773.89	133,657.87	110.7%
4100 · Interest Revenue	8.95	0.00	8.95	100.0%
4200 · Ambulance Revenue	570,901.84	379,166.65	191,735.19	150.6% ¹
4400 · Miscellaneous Revenue	1,932.49	0.00	1,932.49	100.0%
4410 · Intergovernmental Transport(IGT)	0.00	145,833.34	-145,833.34	0.0%
4420 · Ground Emerg Med Transport	0.00	11,666.66	-11,666.66	0.0%
4421 · GEMT QAF Income	0.00	0.00	0.00	0.0%
4500G · Training Grant Revenue	95,151.58	78,122.50	17,029.08	121.8% ²
Total Revenue	2,056,426.62	1,869,563.04	186,863.58	110.0%
Expense				
5000 · Wages and Benefits	1,038,834.55	984,513.30	54,321.25	105.5% ³
5000G · Wages & Benefits-Training Grant	68,869.47	75,563.25	-6,693.78	91.1%
6000 · Ambulance Operations	112,036.34	106,329.51	5,706.83	105.4%
6000G · Training Grant Operations	23,782.11	9,804.05	13,978.06	242.6% ⁴
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	121,562.24	133,393.77	-11,831.53	91.1%
6700G · Overhead/Administration -Training Grant	2,500.00	6,817.25	-4,317.25	36.7%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	484,661.28	484,661.31	-0.03	100.0%
8000 · Interest Expense	893.51	0.00	893.51	100.0%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	61,492.35	61,492.35	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	1,914,631.85	1,862,574.79	52,057.06	102.8%
Net Ordinary Operating Surplus	141,794.77	6,988.25	134,806.52	2,029.0%
Net Income	141,794.77	6,988.25	134,806.52	2,029.0%

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

2. Training Grant - reimbursement of Services, payroll, employer taxes, training equipment.

Revenues represents accrual grant expenses (invoiced) to the Training Grant.

Some expenses (ex: Training Equipment ~22k) were purchases at the beginning of the Grant and are showing higher than budgeted. Will continue to monitor expenses.

3. 5000-wages & benefits

5300-Payroll taxes: Payroll Taxes - Higher than normal due to transition of District Administrators, DA step increase, retention salary. Also, there were three pay periods in July and Dec FY21. Jan FY21 Prior DA Retired and CLSD should see this decrease.

5405-Admin Salary: Higher than normal due to the New DA Step increase and retention salary. The Opt's Manager's Ambulance Wage not split out from his Admin Salary (Budgeted to 5410), as well as, three pay periods in July & Dec FY21. Prior DA has retired in Jan FY21 and CLSD should start seeing a decrease.

5430-Some expense not yet realized.

5500-Work Comp Insurance: billing based on the Annual SDRMA-WC PAYROLL RECONCILIATION REPORT. Billing adjustments (charges/credits) are made based on those finding. Received a rebate/refund of 5,489.04 in Oct. (based on Annual PR Reconciliation). An increase to wages in FY21 (Operations and REMSTC Grant) are expected. Part of the Work Comp is being coded to the Training Grant.

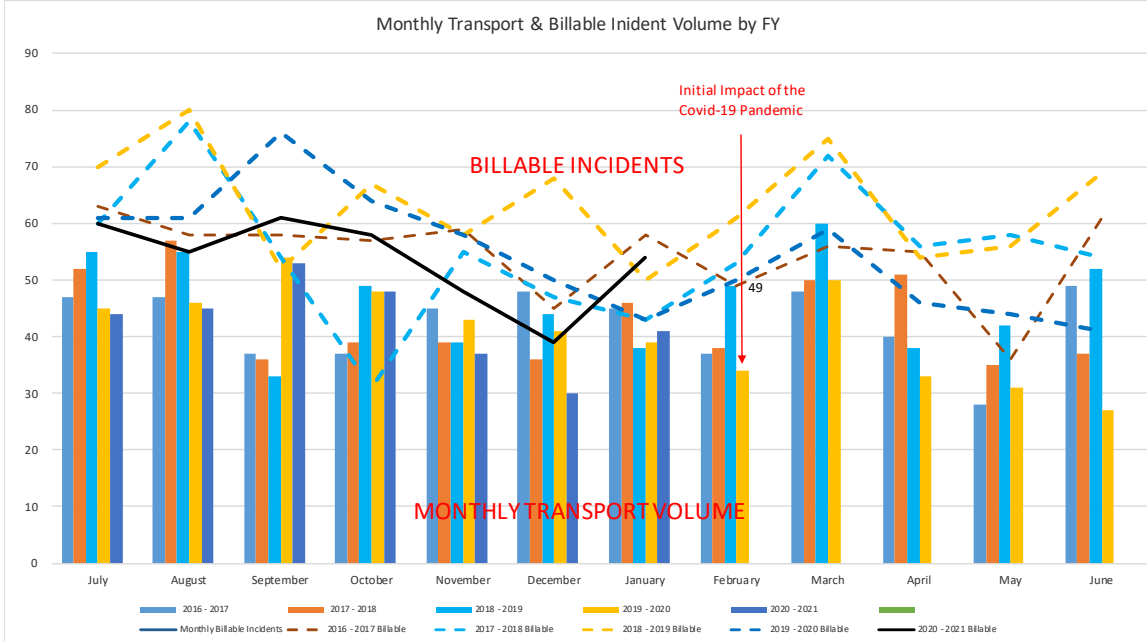
CLSD BOD Agenda Packet February 22, 2021 page 9 of 13

4. Purchase of Training Grant equipment hit in Dec.(Reimbursed by the Training Grant) Budgeted expense are split over 12 months FY21

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	60	38	42	52
2019 - 2020	45	46	54	48	43	41	39	34	50	33	31	27
2020 - 2021	44	45	53	48	37	30	41					

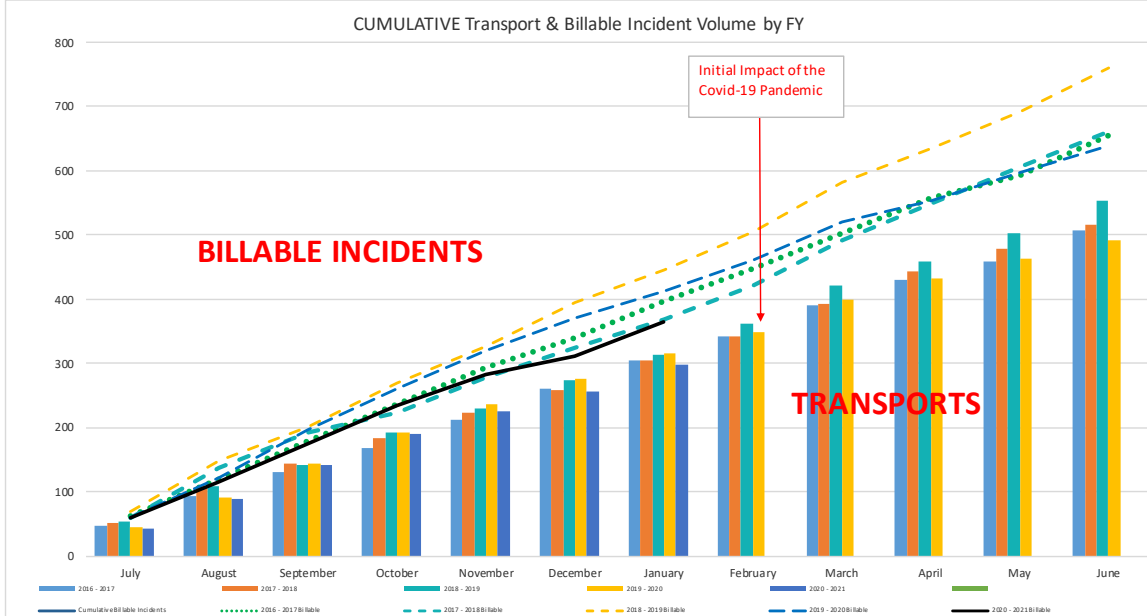
Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52	67	58	68	50	61	75	54	56	69
2019 - 2020 Billable	61	61	76	64	58	50	43	50	59	46	44	41
2020 - 2021 Billable	60	55	61	58	48	39	54					



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	422	460	502	554
2019 - 2020	45	91	145	193	236	277	316	350	400	433	464	491
2020 - 2021	44	89	142	190	227	257	298					

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	521	554	598	639
2020 - 2021 Billable	60	115	176	234	282	311	365					



CLSD RUN DATA for the PRECEEDING 12 MONTHS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

MONTH MOST CURRENT ON TOP	INCIDENTS		PCR		RESIDENT		ALS		DAYTIME		NIGHT		TOTAL		LANDING		DRY RUN		T&R		TO RCMS		FROM RCMS			
	PATIENT CONTACT IN-FIELD		PATIENT CARE RECORD		RESI- DENT	NON RES	ADVANCED LIFE SUPPORT		9:00 AM TO 9:00 PM		9:00 PM TO 9:00 AM		TRANSPORTS			CANCELLED ON ROUTE			ALS		ALS		BLS			
	Current	Year Prior	Current	Year Prior			Current Year	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
20-Jan	67	64	54	49	29	12	41	30	64		3		41	39	7	6	17	14	13	11	5	1	3	8	0	0
20-Dec	60	67	43	51	37	2	30	36	43		17		30	40	5	4	18	7	13	11	0	1	5	10	0	0
20-Nov	64	84	49	63	41	7	37	47	51		13		37	48	8	9	14	22	12	11	1	0	6	13	0	0
20-Oct	84	84	63	58	54	16	47	47	68		16		48	48	9	7	22	17	11	16	0	2	13	11	0	0
20-Sep	84	94	63	66	43	18	53	51	64		16		53	54	15	12	17	20	10	23	1	0	9	13	0	1
20-Aug	79	85	56	61	57	9	45	41	63		16		45	45	5	11	22	22	11	13	3	1	14	13	0	3
20-Jul	79	84	57	61	53	14	44	45	63		16		44	45	7	9	18	11	13	16	2	2	19	11	0	0
20-Jun	47	67	42	38	31	10	27	29					27	30	5	7	5	15	15	8	0	0	7	7	0	7
20-May	67	87	38	58	39	10	29	41					30	42	7	5	15	19	8	14	0	4	7	10	1	0
20-Apr	65	78	44	53	43	5	31	31					33	38	4	5	10	20	11	15	1	1	6	8	2	3
20-Mar	73	108	61	79	55	13	47	49					49	60	6	8	10	27	10	17	3	7	14	10	0	8
20-Feb	69	82	47	63	47	10	30	35					34	49	1	6	16	20	16	13	1	4	11	10	0	6
	838	984	617	700	529	126	461	482	416	0	97	0	471	538	79	89	184	214	143	168	17	23	114	124	3	28
	Patient Contacts		PCR		RES / NON RES		ALS		Daytime		Night		T:Transports		LZ		DRY RUN		T&R		TO RCMS		FROM RCMS			

District Administrator and Operations Manager Report January/February 2021

District Administrator:

- Evan Dilks has decided to step down as Operations Manager. After reviewing the job and the fact that no one was interested in the position as it stands we decided to reorganizing our leadership. Operations area of leadership will be handled by the 3 shift supervisors now called Lieutenants, Administration and Oversight will now be the Administration Captain and Training and Education will be handled by the Training Captain. With this formation of a “command staff” we will have leadership redundancy throughout the levels. The formal change will take place April 1 but various leadership duties have already been dispersed to the positions. There will be little to no financial impact to the budget with these changes.
 - Lieutenants: Megan Rosecrans, John Huff, Evan Dilks
 - Admin Captain: Bronwyn Golly
 - Training Captain: Chris Ottolini
- CLSD and RCMS have continued to provide mass vaccine clinics for the district. We have been hosted by South Coast Fire Department which has been working outstanding. We are logistically handling the clinics without impacting 911 response. Financial implications of staffing these events was reported to the Financial Committee.
- We have received a total of ~\$20,000 through the CARES (Coronavirus Aid, Relief, and Economic Security Act) but the funding has run out. We are hopeful that the new administration will fund this important act.
- Rural EMS Training Collaborative (REMSTC): We continue to work on the new grant proposal. The submission is due March 16, 2021.
- Intergovernmental Transfer (IGT) has formally announced they are opening the process for 2019/2020. Payments are due by April 23.
- GEMT – Quality Assurance Fee (QAF): we will have paid the 3rd of 4 payments with monthly payments to continue.
- We have implemented the revised CLSD Billing Policy. The process is running smoothly.
- The EMT class is working well with 25 students in attendance virtually and in person at the training center.
- Admin and Ops continues to participate in the Ad Hoc Human Resources committee.

Operations Manager:

Deployment / Staffing

- Back before the DA recruitment process began I, Evan Dilks, requested to step aside from the operations manager position and return to a shift position. Now that the DA selection and transition is done a new operational structure is now in the works. Expected to transition in April.
- Over the past 3 weeks we have had four incidents where third out ambulance was needed. One call in Timber Cove CLSD was unable to staff and it was handled by REACH and Russian River FD. All others we were able to staff up...kudos for Katherine, Malay, SCVFD EMT Chris and Chief Warner who all stepped up to staff.
- Recruitment for one full time and one part time paramedic has begun. Application deadline was February 19, 2021 and we have received a good response. Candidates are coming by for station tours and interviews are being scheduled the first week of

March. We expected to be successful in our hiring with a goal of having positions hired and working in the month of April.

- Second round COVID 19 Vaccine has rolled out for staff and the public. Very proud of CLSD's and the community for the representation at these clinics. Very professional. The move to the fire station was great due to the fact it is close to RCMS and CLSD. Exceptional work by all.
- Performance reviews are complete and DA and OPS manager are reviewing.

Facility

- Finishing small projects and general maintenance nothing big on the horizon.

Vehicles/Equipment / Supplies

- General maintenance this month.
- New ambulance still on order hoping for an update soon
- Safety equipment for gurney track and monitors is delayed but expected to be completed within a month.