

# COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

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

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## AGENDA

### REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS

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

>>> **Monday March 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: 184 462 1372*

*PW: 1234*

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: Beaty
  - February 22, 2021 Board meeting
4. Privilege of the floor Beaty
5. New Business Beaty
  - a. Resolution 274: Establishing signing rights for Bronwyn Golly
6. Old Business Beaty
  - a. Board retreat and strategic planning
7. Reports: Tilles
  - a. RCMS updates Tilles/Crowl
  - b. Finance: YTD Tilles/Crowl
    - i. Ambulance revenue – Wittman YTD
    - ii. Expenses
  - c. Communication Committee Bower/André
    - i. Branding
  - d. Ad Hoc HR/Personnel Committee Paterson
8. DA / Ops report Crowl
  - a. Ambulance run data
  - b. Rural EMS Training Grant update
  - c. IGT, GEMT, and GEMT-QAF update
  - d. DA / Ops Summary Report – read in advance and will have Q & A
9. Shout out: Thank you Robin Bean and Clara Frost
10. **NEXT MEETINGS:** Scheduled Board of Director meetings are held routinely on the 4<sup>th</sup> Monday of the month at 4:00 PM at the CLSD Bill Platt Training Center unless otherwise noted. Upcoming meetings are:  
**Apr 26<sup>nd</sup>, 2021**  
**May 24<sup>th</sup>, 2021**  
**June 28<sup>th</sup>, 2021**
11. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
4:00 PM, February 22<sup>nd</sup>, 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 4:05 PM at the Bill Platt Training Room. Present were Directors: André, Bower, Paterson, Schwartz, Tilles, Tittle. Also present: Dave Crowl, Evan Dilks, Clara Frost, 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 Tittle moved to approve the minutes as written for the November 30<sup>th</sup>, 2020 and was seconded by Director Schwartz. All ayes.

**Privilege of the Floor:** none.

**New Business:**

- a. Lifting 100 hour rule for part time employees. Director Tilles moved to lift the 1000 hour rule, seconded by Director Beaty. All ayes.

**Old Business:**

- a. Board retreat and strategic planning: Director Paterson proposed and outlined a ½ day workshop. The workshop was tentatively scheduled for Saturday, 3/20/2021

**Reports:**

- a. RCMS updates: Chakrabati reported that over 2000 vaccines have been administered and the ongoing clinic is doing very well. He asked for clarification on what is required to keep the UC contract with CLSD.
- b. Finance: YTD
  - i. Ambulance Revenue – Wittman YTD: Net payments for January 2020 totaled \$60,700 with A/R of \$478,489.
  - ii. Expenses – We remain slightly over budget in payroll due to DA expense and OT for open position
- c. Communication Committee:
  - i. Branding: Director André put together an excellent presentation outlining what is necessary to move forward with rebranding the ambulance segment of CLSD.
- d. Ad Hoc HR/Personnel Committee: CLSD will be getting the software program.

**DA / Ops report:**

- a. Ambulance Run data – January had 41 billable incidents with 54 transports.
- b. EMT Program update: The class is full with 25 students and going well.
- c. Rural EMS Training Grant update. All programs are moving forward with incredible participation.
- d. IGT and GEMT-QAF update: Payment was requested and wired..Funds should be realized in May.
- e. DA/Ops Summary Report- Evan Dilks will be stepping down as Ops manager. Command positions will be reworked. Operation duties will be handled by designated shift supervisors. Bronwyn will move into an administration position. This will have little or no fiscal impact.

Shout out: A big thank you to Chris Dilks, Katherine Wells and Malay Thaker for stepping up to operate 3<sup>rd</sup> out ambulance calls during a busy week.

**Next Meeting:** the 4<sup>th</sup> Monday of the month at 4 PM

- March 22<sup>nd</sup>
- April 26<sup>th</sup>
- May 24<sup>th</sup>

**Adjournment:** Director André motioned to adjourn at 6:10 PM seconded by Director Patterson. All ayes.



**COAST LIFE SUPPORT DISTRICT  
RESOLUTION No. 274**

**RESOLUTION OF THE BOARD OF DIRECTORS OF COAST LIFE SUPPORT  
DISTRICT, STATE OF CALIFORNIA**

RESOLVED by the Governing Board of the Coast Life Support District, a bi-County District within the County of Sonoma and the County of Mendocino, State of California, that:

NOW, BE IT RESOLVED, that the Board of Directors Treasurer (Michael Tilles), District Administrator (Dave Crowl), Lieutenant (Evan Dilks) and new Captain (Bronwyn Golly) are authorized to open and maintain accounts with Exchange Bank as indicated on the signature card (signers).

BE IT FURTHER RESOLVED, that the persons identified as signers on this card are authorized to conduct all business related to Exchange Bank accounts for the Coast Life Support District, including but not limited to (1) opening accounts, (2) closing accounts, and (3) depositing and withdrawing funds consistent with the indicated signature authorizations. Only one signature is required to withdraw funds from Exchange Bank.

THE FOREGOING RESOLUTION was introduced by Director Beaty, who moved its adoption, seconded by Director Tilles, and then adopted by the following vote on the \_\_\_\_\_

Directors:	Carolyn André	Aye	No	Abstain	Absent
	Geoffrey Beaty	Aye	No	Abstain	Absent
	Julie Bower	Aye	No	Abstain	Absent
	Annan Paterson	Aye	No	Abstain	Absent
	Naomi Schwartz	Aye	No	Abstain	Absent
	Michael Tilles	Aye	No	Abstain	Absent
	Leslie Tittle	Aye	No	Abstain	Absent

Ayes:	Noes:	Abstain:	Absent:
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WHEREUPON, the President declared the foregoing RESOLUTION adopted and

SO ORDERED

\_\_\_\_\_  
Naomi Schwartz, Secretary to the Board

## DRAFT AGENDA

### CLSD BOARD WORKSHOP

Proposed date and time: April 15, 2021 8:30 am-12:30 pm (OR 1:00-5:00 pm)

Call To Order

Review Agenda

Privilege of the Floor

Welcome- Current Trends and Issues  
Congressman Jared Huffman

CLSD Mission: Our Values and Experience

Review Board Goals- Best Practices

Break Out- Board Committees

Finance  
Communication  
HR  
MHA/RCMS

Share Out

Budget Overview

DA Job Description and Goals

Final Thoughts- Next Steps

## 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
<b>FY20</b>													
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
<b>FY21</b>													
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
FEB'21	57	\$ 211,610	\$ 77,196	\$ 32,249	\$ 333	\$ 101,832	\$ 36,867	\$ 7,839	\$ 29,028	\$ -	\$ 1,044	\$ -	\$ 550,249

<i>FEBRUARY '20</i>	<i>50</i>	<i>\$ 190,789</i>	<i>\$ 134,677</i>	<i>\$ 31,850</i>	<i>\$ 600</i>	<i>\$ 23,663</i>	<i>\$ 54,253</i>	<i>\$ -</i>	<i>\$ 54,253</i>	<i>\$ -</i>	<i>\$ 499</i>	<i>\$ 3,907</i>	<i>\$ 370,126</i>
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<b>FY To Date</b>	436	\$ 1,800,308	\$ 760,733	\$ 293,393	\$ 63,153	\$ 683,029	\$ 512,543	\$ 9,243	\$ 503,300	\$ 9,460	\$ 9,449	\$ 496
<b>Last 12 Months</b>	626	\$ 2,562,378	\$ 1,083,601	\$ 434,380	\$ 88,918	\$ 955,480	\$ 759,435	\$ 11,424	\$ 748,011	\$ 9,460	\$ 18,719	\$ 832

<b>Monthly Average FY To Date</b>	55	\$ 225,039	\$ 95,092	\$ 36,674	\$ 7,894	\$ 85,379	\$ 64,068	\$ 1,155	\$ 62,912	\$ 1,183	\$ 1,181	\$ 62
<b>Monthly Average Last 12 Months</b>	52	\$ 213,532	\$ 90,300	\$ 36,198	\$ 7,410	\$ 79,623	\$ 63,286	\$ 952	\$ 62,334	\$ 788	\$ 1,560	\$ 69

AGING							
Month	Current (60)	31-60 (52)	61-90 (47)	91-120 (42)	121-180 (38)	180+ (102)	Balance (341)
FEB	\$ 128,926	\$ 53,194	\$ 44,430	\$ 41,719	\$ 71,667	\$ 210,314	\$ 550,249

<b>CMS TRANSPORTS ON -HOLD</b>		
<b>TOTAL</b>	<b>\$ 2,493.06</b>	<b>FEB</b>

# Coast Life Support District

## Profit & Loss Budget Overview FY21

### July 2020 through February 2021

	Jul '20 - Feb 21	Budget	\$ Over Budg...	% of Budget
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4000 · CLSD Special Taxes	1,567,685.18	1,434,027.31	133,657.87	109.3%
4100 · Interest Revenue	8.95	0.00	8.95	100.0%
4200 · Ambulance Revenue	663,850.50	433,333.32	230,517.18	153.2% <sup>1</sup>
4400 · Miscellaneous Revenue	5,541.49	0.00	5,541.49	100.0%
4410 · Intergovernmental Transport(IGT)	0.00	166,666.67	-166,666.67	0.0%
4420 · Ground Emerg Med Transport	0.00	13,333.33	-13,333.33	0.0%
4421 · GEMT QAF Revenue	0.00	0.00	0.00	0.0%
4500G · Training Grant Revenue	111,995.87	93,747.00	18,248.87	119.5% <sup>2</sup>
<b>Total Revenue</b>	<b>2,349,081.99</b>	<b>2,141,107.63</b>	<b>207,974.36</b>	<b>109.7%</b>
<b>Expense</b>				
5000 · Wages and Benefits	1,172,978.39	1,125,158.04	47,820.35	104.3% <sup>3</sup>
5000G · Wages & Benefits-Training Grant	85,713.76	86,358.00	-644.24	99.3%
6000 · Ambulance Operations	125,475.96	121,510.51	3,965.45	103.3%
6000G · Training Grant Operations	23,782.11	11,204.64	12,577.47	212.3% <sup>4</sup>
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	133,521.44	152,449.98	-18,928.54	87.6%
6700G · Overhead/Administration -Training Grant	2,500.00	7,434.00	-4,934.00	33.6%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	553,898.61	553,898.65	-0.04	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	70,276.97	70,276.97	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>2,169,040.75</b>	<b>2,128,290.79</b>	<b>40,749.96</b>	<b>101.9%</b>
<b>Net Ordinary Operating Surplus</b>	<b>180,041.24</b>	<b>12,816.84</b>	<b>167,224.40</b>	
<b>Net Revenue</b>	<b>180,041.24</b>	<b>12,816.84</b>	<b>167,224.40</b>	

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 & benefis

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 spilt out from his Admin Salary (Budgeted to 5410), as well as, three pay periods in July & Dec FY21. Increase hours for Grant prep and maintenace. 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. 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.

CLSD Finance Committee Agenda Packet page 4 of 10

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

COAST LIFE SUPPORT DISTRICT  
HR AD HOC COMMITTEE  
SUMMARY OF ACTIVITY AND RESEARCH  
FEBRUARY 22, 2021

The Committee has met once a month for the past 4 months. Standing members included 3 board members, the outgoing DA, the incoming DA and the Operations Manager for CLSD.

We have reviewed the following information:

- A. CLSD Employee Handbook (last update with Board approval 2013)
- B. CLSD New Employee Orientation process
- C. DA Evaluation process

We have met with 3 consultants who have the potential to provide guidance and instruction for HR updates and development:

- 1. A private consultant from Santa Rosa referred to Annan by another consultant (hourly rate undetermined as proposal not requested by committee);
- 2. A private consultant referred via CSDA consultant referral services (potential cost for organizational review and work \$10-15,000);
- 3. A representative from ThinkHR and an insurance broker who would sponsor our use of ThinkHR, a HR software system (\$1,500 per year).

Based on our research, we have recommended the following:

- 1. New DA go ahead and pay fee to use ThinkHR software and company to update the Employee Handbook (\$1,500 per year) to include updates to policies and procedures as well as job descriptions and DA evaluation procedures;
- 2. HR Committee continue to meet and support Handbook updates as they are completed;
- 3. Bring completed Employee Handbook as draft to Board for consideration and eventual approval;
- 4. HR Committee, with DA participation and input, will determine if further organizational and management practices need to be reviewed in a broader context. (For example, if HR Committee determines that the policies and procedures updated and edited in Employee Handbook require more in depth research and evaluation, an organizational consultant experienced with HR may be not only helpful, but legally advisable.);

Respectfully submitted,

Annan Paterson, Chair    Leslie Tittle, Secretary    Naomi Schwartz  
David Caley    Dave Crowl    Evan Dilk

## Product Datasheet

# COMPLY

Comply delivers fully-integrated content combining expert analysis of employment laws and regulations, best practice information, and high impact delivery that shows HR leaders what to prepare for, provides the guardrails for when something happens, and outlines the necessary steps to move forward.

## Comply Features



### Comprehensive Library

Extensive guidance explains laws and provides sample policies and HR best practices to assist businesses with risk management before, during, and even after it is exposed.



### Powerful Tools

Powerful tools to help businesses manage their day-to-day tasks while mitigating the numerous people-related compliance risks that exist in every organization.

## Costs associated with an ineffective people risk management strategy:

up to  
**80%**

of turnover is due to  
bad hiring decisions

**275 days**  
**125K**

average time and cost to  
settle a discrimination claim

**16 -**  
**213%**

of an employee's annual salary  
is the cost associated with  
losing that employee

Want to learn more? **855.271.1050**

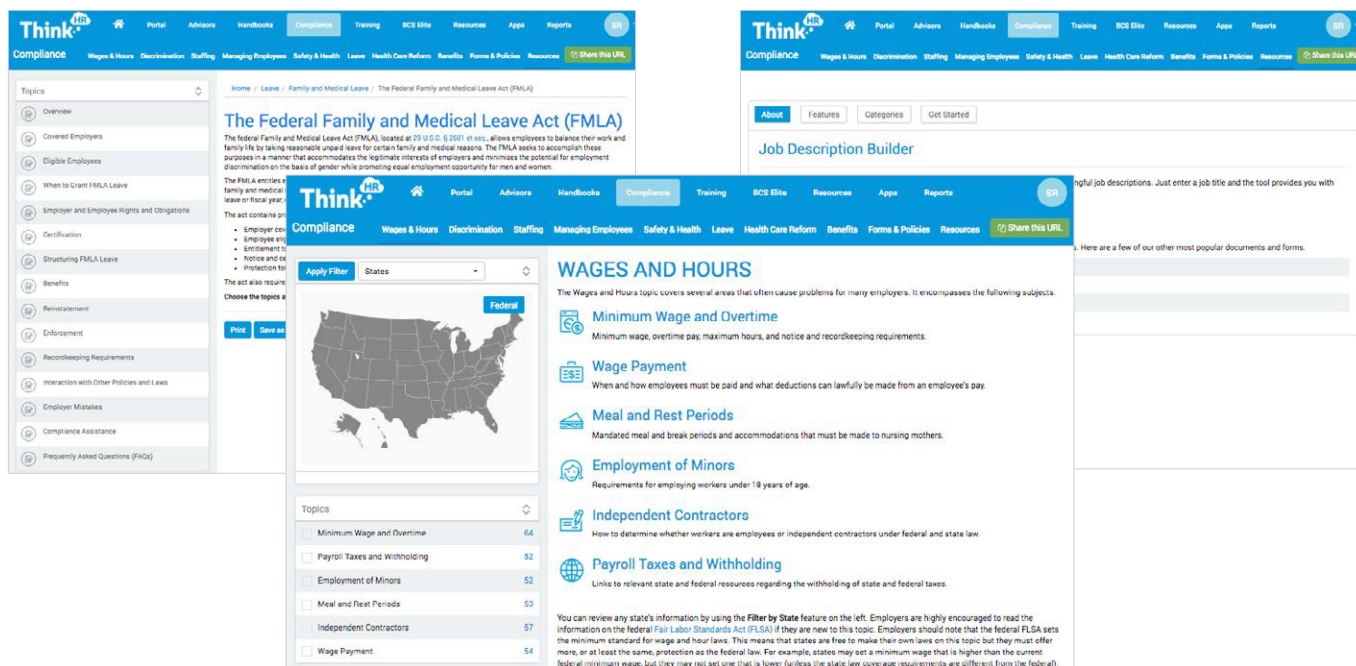
**Think**<sup>HR</sup>  
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## HR, Compliance, Benefits & Safety Content Library

- ✔ Federal, state specific, and even local legislation for many large markets throughout the US.
- ✔ Guidance that benefits all business sizes, from small to large.
- ✔ Content curated by a team of attorneys and compliance experts ensures library is accurate, current, and reliable.



## Critical Performance Tools

- ✔ Q&A database
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- ✔ Compliance guidelines
- ✔ State and federal employment law
- ✔ HR compliance news
- ✔ Hiring and termination guidelines
- ✔ HR processes checklists
- ✔ Thought leadership
- ✔ Shareable content
- ✔ Health Care Reform Center
- ✔ HR audit checklist
- ✔ Compliance calendar

## Product Datasheet

# LIVING HANDBOOK

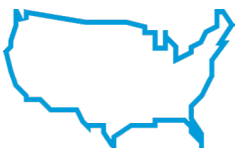
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The essential artifact to an effective people risk management strategy is a comprehensive, living, breathing handbook.

A Living Handbook connects advanced technology, authoritative content, and seasoned HR experts; three critical components to ensure policies and procedures remain compliant as an organization grows and as regulations change. A Living Handbook establishes behavior standards, communicates values and culture, and protects businesses from potential employee claims.

## Living Handbook Features

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Multistate\* + Federal



Live Support



E-Signature\*



Policy Update Alerts



Cross Team Collaboration



Spanish Translations\*

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Want to learn more? **855.271.1050**

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Electronic distribution improves handbook dissemination, making it easier for multistate employers and businesses with a distributed employee base.



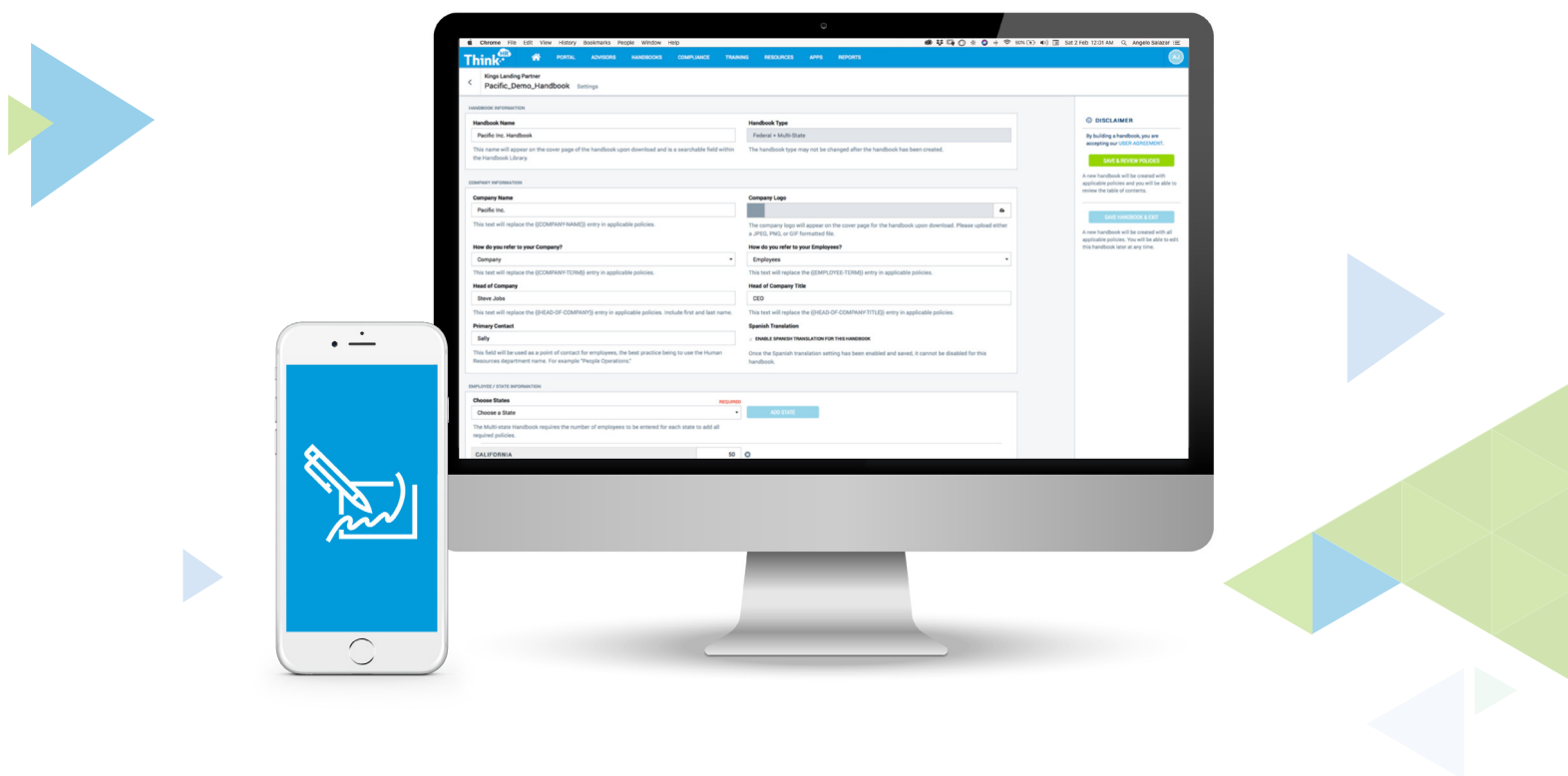
Customization features enable the addition of language and policies unique to individual organizations.



Spanish translation improves language challenges with non-English-speaking workforces.\*



Automated policy alerts notify responsible parties when corporate policies are impacted by changing laws or regulations.



Eliminates the struggle with updating, re-assigning, and tracking employee signatures.\*



Access to Live Advisors allows businesses to get their questions answered fast and accurately.



Competitive pricing avoids legal fees typically incurred for development and periodic reviews.

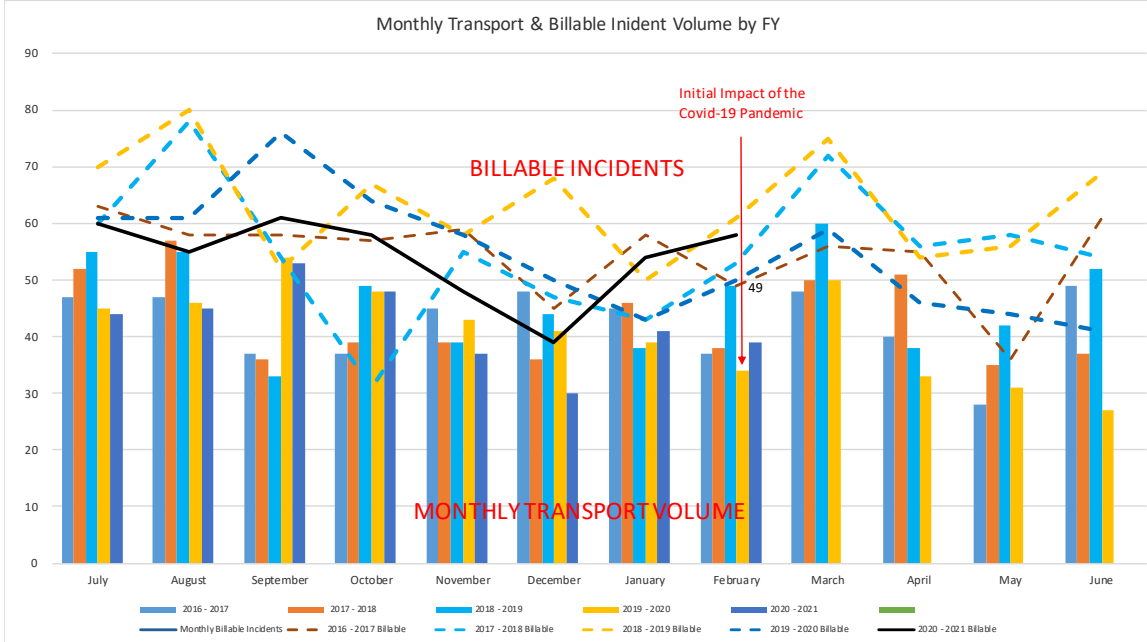


E-signature holds employees accountable by requiring sign-off during onboarding and when policies are updated.\*

# 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	39				

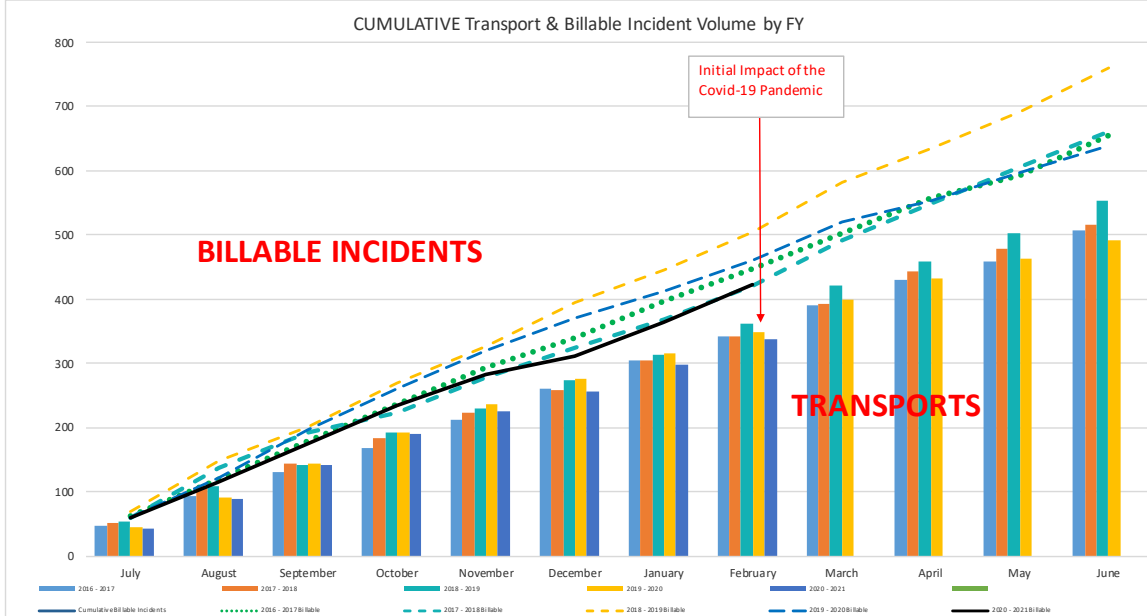
Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52	67	58	68	50	61	75	54	56	69
2019 - 2020 Billable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





# 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	337				

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	423				



## CLSD RUN DATA for the PRECEEDING 12 MONTHS

CLSD RUN DATA for the PRECEEDING 12 MONTHS																										
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 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
21-Feb	80	69	59	47	49	9	49	30	55		25		39	34	5	1	18	16	20	16	1	1	5	11	0	0
21-Jan	67	64	54	49	29	8	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
	849	971	629	684	531	121	480	477	471	0	122	0	476	523	83	84	186	210	147	171	17	20	108	125	3	22
	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 February/March 2021**

### **District Administrator:**

- 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. CLSD also staffed a clinic at Timber Cove Fire Station. We are logistically handling the clinics without impacting 911 response.
- Attended the 6 hour retreat for MHA.
- Two board meeting for REDCOM dispatch authority were attended.
- Rural EMS Training Collaborative (REMSTC): Grant submitted and verified on March 16.
- Intergovernmental Transfer (IGT) has formally announced they are opening the process for 2019/2020. Payments are due by April 23.
- A large Audit of FY18 GEMT was ordered two weeks ago. Deep dive conducted and much was learned.
- DA Chat conducted with all of CLSD team.
- Coastal Valley EMS has collected proposals for funding of critical EMS equipment for Mendocino County. Money from the PG&E settlement for fires in Mendocino County has been earmarked for EMS. CLSD has proposed two new gurneys and one new monitor.
- The EMT class is working well with 25 students in attendance virtually and in person at the training center.

### **Operations Manager:**

#### **Deployment / Staffing**

- Organizational changes will start April 5. Transition is now in the works. CLSD leadership Organizational chart has been updated. Job descriptions and job duties are in final draft.
- Welcome aboard new hire paramedics; Full time Tina Daniels, and part time Summer Kelly and Austin De Lozada. We had six great candidates for the final interviews and challenging selection process. Special thanks to Bronwyn Golly who headed process along with Paramedic Chris Ottolini, Hans Petersen and EMT Malay Thaker.
- EMT staffing has been evaluated and changes are in process. EMT Sexton moved to 56 / hour week effective April 1 EMT.
- 2-Half Time EMT positions have been posted and expected that we will hire within current staff.
- New EMT hiring is in discussion
- Deployment goal is to have Second out ALS staffed 0900-2100 starting May 1<sup>st</sup>. It will continue to be on call 2100-0900.

#### **Future for extra duties**

- Extra duties are being led by Lieutenants. IE; vehicles, facilities, supplies, Q/A. All part of org. changes and will be in place April 5.
- IN general except the safety upgrades to gurneys and monitors nothing major is pending or expected.