

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

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AGENDA

REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS

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

>>> **Monday April 26th, 2021 – 4 PM**<<<<

NOTICE: Due to COVID-19 pandemic; the mandatory use of masks and social distancing while attending in person at the Bill Platt Training Room. Board meetings will also be available via teleconference.

Meeting Link: <https://clsd.my.webex.com/clsd.my/j.php?MTID=mb80334c05687182170f92000b1807462>

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval:
 - a. March 22, 2021 Board meeting Beaty
4. Privilege of the floor Beaty
5. New Business Beaty
 - a. Community Paramedic Program
6. Old Business Beaty
 - a. Board retreat and strategic planning
 - b. Reserve Policy Revision
7. Reports:
 - a. RCMS updates Tilles
 - 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/CLSD Activity
 - b. IGT, GEMT, and GEMT-QAF update
 - c. DA / Captain Summary Report – read in advance and will have Q & A
9. Shout out: Open
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:
May 24th, 2021
June 28th, 2021
July 26th, 2021
11. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

4:00 PM, March 22nd, 2021 Meeting

This meeting was held by teleconference.

Call to Order: President Beaty called the meeting to order at 4:02 PM at the Bill Platt Training Room. Present were Directors: André, Bower, Paterson, Schwartz, Tilles, Tittle. Also present: District Administrator Dave Crowl, Ops Manager Evan Dilks, Forthcoming Ops Manager Bronwyn Golly, Training Grant Project Director Chris Ottolini, and Bookkeeper Clara Frost.

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

Approval of Minutes: Director Paterson moved to approve the minutes with a fix to the 1000 hour rule typo, for the February 22nd 2021 meeting and was seconded by Director Schwartz. All ayes.

Privilege of the Floor: none.

New Business:

- a. Resolution 274: Establishing signing rights for Bronwyn Golly. Role call vote: André-aye, Beaty-aye, Bower-aye, Paterson-aye, Schwartz-aye, Tilles-aye, Tittle-aye.

Old Business:

- a. Board retreat and strategic planning: Director Paterson proposed an agenda for the Board Goals workshop. After a lengthy discussion, no agreement was reached.

Reports:

- a. RCMS updates: RCMS is so close to their budget projections that no changes need to be made and their financial state remains healthy.
- b. Finance: YTD
 - i. Ambulance Revenue – Wittman YTD: Net payments for February 2020 totaled \$29,028 following low call volume in December and the A/R balance is \$550,249.
 - ii. Expenses – We remain slightly over budget.
- c. Communication Committee:
 - i. Branding: Director André is working with an ad man to design some logo examples.
- d. MHA update: Quarterly report at the April meeting.
- e. Ad Hoc HR/Personnel Committee: Software has been chosen to guide the process of creating an Employee handbook.

DA / Ops report:

- a. Ambulance Run data – January had 58 billable incidents with 39 transports. Cumulative are 423 billable incidents with 337 transports.
- b. Rural EMS Training Grant update. No updates
- c. IGT and GEMT-QAF update: No updates
- d. DA/Ops Summary Report- Vaccination clinics continue to go well. We have hired 1 full time and 2 part time paramedics as well as promoted 2 half time EMTs.

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

- April 26th
- May 24th
- June 28th

Adjournment: Director Schwartz motioned to adjourn at 5:17 PM seconded by Director André. All ayes.

Minutes Approved:

_____(Date)_____



Coast Life Support District Reserve Policy

Reserve Policy Objectives: To provide stable funding to meet CLSD annual and multi-year budgetary needs in the event of emergency or disaster.

Foundational Elements:

1. Core functions/services
 - a. Ambulance operations: 24/7 ALS and BLS capacity to meet local needs
 - b. Urgent care and other emergency services
 - c. Community healthcare services: Ongoing programs to enhance local health.

Considerations:

2. Income:
 - a. Parcel Tax – EMS and UC
 - b. GEMT and IGT
 - c. Ambulance revenue
 - d. Grant funding
3. Expenses:
 - a. Ambulance Operations
 - b. Overhead/Administration
 - c. Urgent care provision
4. Strategic planning with ongoing communications and community input
5. Cash-flow
 - a. Mendocino and Sonoma County Parcel Tax timing
 - b. GEMT and IGT funding
 - c. CalPERS unsecured debt
 - d. Line of Credit
 - e. Capital Improvement outlays
6. Target levels for reserves:
 - a. 6 months of operational expenses of current fiscal year budget
 - b. Reserve levels will be reported by the auditor annually

This policy may be amended by the District Board at a duly noticed meeting of the Board.

Adopted by the Board of Directors on April 26, 2021

Secretary

CLSD AMBULANCE REVENUE

	A	B	C	D	E	F	G	H	I	J	K	L	M
	BILLABLE INCIDENTS	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET CHARGES	PAYMENTS	REFUNDS	NET PAYMENTS	BAD DEBT WRITE OFFS	OTHER WRITE OFFS	ADJ	NEW A/R BALANCE
FY20													
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
FEB'21	57	\$ 211,610	\$ 77,196	\$ 32,249	\$ 333	\$ 101,832	\$ 36,867	\$ 7,839	\$ 29,028	\$ -	\$ 1,044	\$ -	\$ 550,249
MAR'21	47	\$ 165,670	\$ 62,820	\$ 36,698	\$ 8,928	\$ 57,223	\$ 75,587	\$ 330	\$ 75,257	\$ 40,118	\$ 20,365	\$ -	\$ 471,732

MARCH '20	59	\$ 261,643	\$ 110,627	\$ 48,243	\$ 3,907	\$ 98,866	\$ 52,109	\$ 1,137	\$ 50,972	\$ -	\$ 1,000	\$ 30	\$ 417,051
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FY To Date	483	\$ 1,965,978	\$ 823,553	\$ 330,091	\$ 72,081	\$ 740,253	\$ 588,130	\$ 9,573	\$ 578,557	\$ 49,578	\$ 29,815	\$ 496
Last 12 Months	614	\$ 2,466,405	\$ 1,035,794	\$ 422,835	\$ 93,939	\$ 913,837	\$ 782,913	\$ 10,617	\$ 772,296	\$ 49,578	\$ 38,084	\$ 802

Monthly Average FY To Date	54	\$ 218,442	\$ 91,506	\$ 36,677	\$ 8,009	\$ 82,250	\$ 65,348	\$ 1,064	\$ 64,284	\$ 5,509	\$ 3,313	\$ 55
Monthly Average Last 12 Months	51	\$ 205,534	\$ 86,316	\$ 35,236	\$ 7,828	\$ 76,153	\$ 65,243	\$ 885	\$ 64,358	\$ 4,131	\$ 3,174	\$ 67

AGING (323 Bills)							
Month	Current (44)	31-60 (49)	61-90 (32)	91-120 (50)	121-180 (44)	180+ (104)	Balance
MAR	\$ 78,294	\$ 78,825	\$ 32,852	\$ 42,948	\$ 83,992	\$ 154,822	\$ 471,732

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

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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes	1,746,938.60	1,613,280.73	133,657.87	108.3%
4100 · Interest Revenue	8.95	0.00	8.95	100.0%
4200 · Ambulance Revenue	719,699.82	487,499.99	232,199.83	147.6% ¹
4400 · Miscellaneous Revenue	66,727.02	0.00	66,727.02	100.0%
4410 · Intergovernmental Transport(IGT)	0.00	187,500.00	-187,500.00	0.0%
4420 · Ground Emerg Med Transport	0.00	15,000.00	-15,000.00	0.0%
4421 · GEMT QAF Revenue	0.00	0.00	0.00	0.0%
4500G · Training Grant Revenue	126,600.37	109,371.50	17,228.87	115.8% ²
Total Revenue	2,659,974.76	2,412,652.22	247,322.54	110.3%
Expense				
5000 · Wages and Benefits	1,299,955.17	1,265,802.78	34,152.39	102.7% ³
5000G · Wages & Benefits-Training Grant	100,318.26	97,152.75	3,165.51	103.3%
6000 · Ambulance Operations	141,134.02	136,691.51	4,442.51	103.3%
6000G · Training Grant Operations	23,782.11	12,605.23	11,176.88	188.7% ⁴
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	155,647.93	171,506.25	-15,858.32	90.8%
6700G · Overhead/Administration -Training Grant	2,500.00	8,050.75	-5,550.75	31.1%
6971 · IGT	133,355.00	0.00	133,355.00	100.0% ⁵
7000 · Urgent Care	623,135.93	623,135.99	-0.06	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	79,061.59	79,061.59	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	2,559,783.52	2,394,006.85	165,776.67	106.9%
Net Operating Surplus	100,191.24	18,645.37	81,545.87	537.4%
Net Revenue	100,191.24	18,645.37	81,545.87	

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

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 Equipement ~22k) were purchases at the beginning of the Grant and are showing higher than budgeted. Will continue to monitor expenses.

3. 5000-wages & benifis

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. In Mar we have seen this decrease (Total Wage & Benefits in Feb: \$47,820.35 & Mar \$34,152.39= -\$13,668.11).

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.

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

5. Provider Match and Fee

CLSD RUN DATA for the PRECEEDING 12 MONTHS

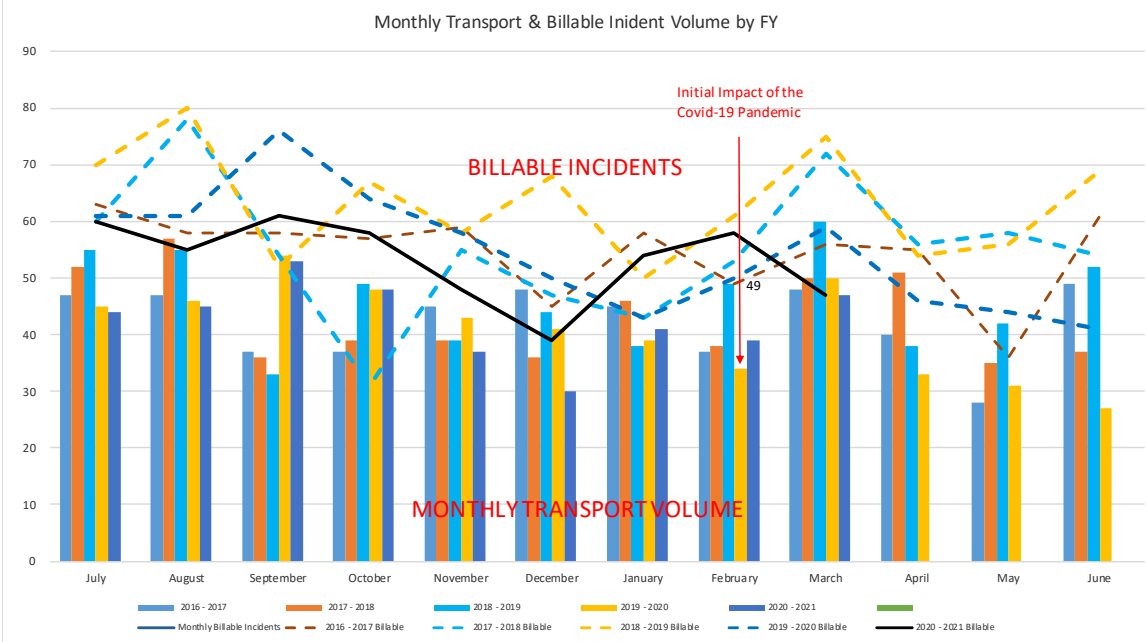
ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

MONTH <small>MOST CURRENT ON TOP</small>	INCIDENT		PCR		RESIDEN		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	Year Prior	Current	Year Prior
21-Mar	61	73	47	61	44	3	47	47	43	18	47	49	6	6	14	10	15	10	1	3	7	14	0	0		
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	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		
	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		ALS		Daytime		Night		T:Transports		LZ		DRY RUN		T&R		TO RCMS		FROM RCMS			

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	47			

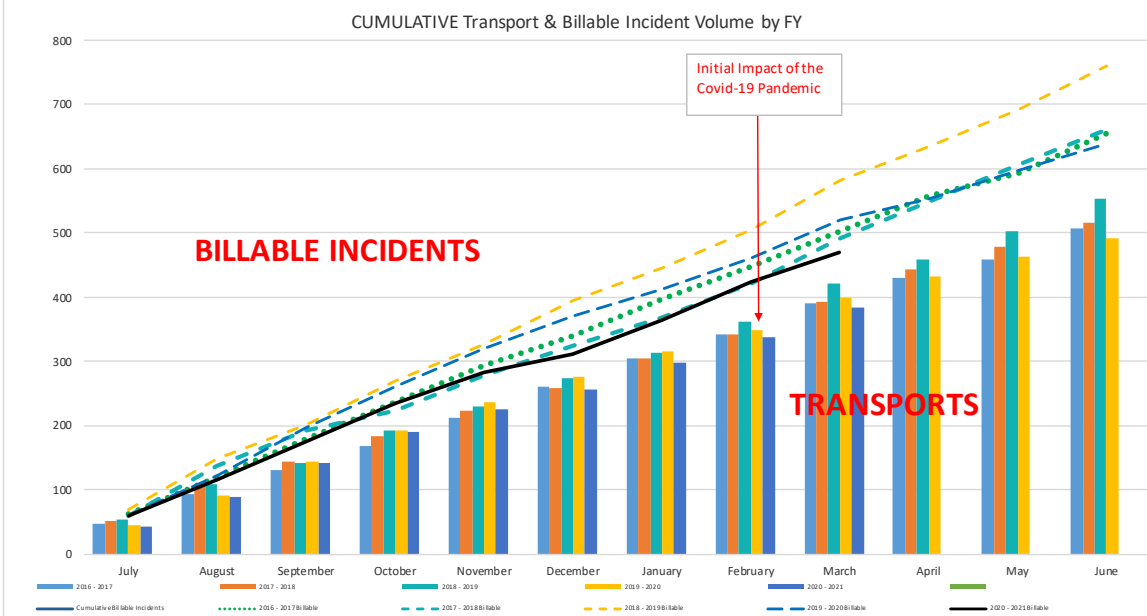
Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52	67	58	68	50	61	75	54	56	69
2019 - 2020 Billable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



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	384			

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	470			



District Administrator and Operations Manager Report March/April 2021

District Administrator:

- CLSD and RCMS have continued to provide mass vaccine clinics for the district. We have held 4 vaccine clinics and 1 mobile clinic since the last BOD meeting.
- DA has completed and submitted paperwork to be California certified as a paramedic. It is my intention to get cleared with Coastal Valleys to work as an ALS level when needed.
- Rural EMS Training Collaborative (REMSTC): Grant submitted and verified on March 16. Still awaiting award status.
- Intergovernmental Transfer (IGT) payment has been submitted for 2019/2020. Awaiting payment return status. .
- A large Audit of FY18 GEMT was ordered in early March. All requests were submitted, awaiting status.
- 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. Awaiting status.
- The EMT class is working well with 28 students in attendance virtually and in person at the training center.

Operations Captain Report—April 2021

Deployment/Staffing

- New organizational changes are in place and it has been running smoothly so far.
- New hire Paramedics are all in the middle of their training at CLSD and are working out great. Tina, the new full-time medic, should be cleared off training by May. Summer, one of the new part-time medics, should be cleared off training by mid-May. And Austin, other new part-time medic, by the end of May.
- Brenda Storm and Katherine Wells have been hired into the new Half-Time EMT position and will start May 3 in that new role.
- Plan is to hire one new part-time EMT in May and then re-evaluate need for more potential hires after the EMT class is completed.
- M124 has been upstaffed twice by the Ops/Admin Captain (with DA assist.)

Equipment/Vehicles

- The new ambulance is delayed as the chassis is still being prepped on the East Coast. Our sales rep has kept in close communication regarding its status.
- A second King Vision (video assisted laryngeal scope) kit was purchased to complete the M122 ALS bag. Both ALS Units are now fully outfitted to the same level.