



Finance Committee

AGENDA

Wednesday, September 15, 2021 at 9:00 AM
CLSD Headquarters, 38901 Ocean Drive, Gualala, CA

Due to the Covid-19 pandemic, all attendees of the Brown Act Board meetings held at the Platt Training Center shall utilize face masks and practice social distancing. All meetings are also available via teleconference.

To join the board meeting virtually:

Meeting Link: <https://clsd.my.webex.com/clsd.my/j.php?MTID=m45858a636fdb5213e19a752b7de5d08d>

1. Call to Order Beaty
2. Agenda Approval Beaty
3. Minutes Approval: August 18, 2021 meeting Beaty
4. Privilege of the floor Beaty
5. Ambulance revenue – Wittman (YTD) Crowl
6. Expenses Summary Crowl
7. Cash Flow Crowl
8. Banking review Crowl
9. Ambulance transport data YTD Crowl
10. Other: Crowl
 - 2021-22 Grant Awarded
 - Write-off/Hardship CLSD Billing Update
11. Shout out Open to all

12. Next FC Meetings – Third Wednesdays of the month, 9:00 AM.
 - October 20, 2021
 - November 17, 2021
 - December 15, 2021
13. Adjournment



Finance Committee

Minutes of Meeting August 18th, 2021 at 9 pm - Bill Platt Training Center

This meeting was held in person and via teleconference (via audio participation).

1. **Call to Order:** The meeting was called to order at 9:00 am PM by FC Director Michael Tilles. Also present: FC Treasurer Naomi Schwartz and FC Director Geoffrey Beaty, DA David Crowl, Bookkeeper Clara Frost.
2. **Agenda Approval:** Director Beaty moved to adopt the agenda, seconded by Treasurer Schwartz. All ayes.
3. **Meeting Minutes Approval:** Director Beaty moved to approve the July 21st with a correction to 5a, seconded by Treasurer Schwartz. All ayes.
4. **Privilege of the floor:** None.
5. **New Business**
 - a. Schwab statement for minutes: Schwartz moved to remove Caley and add Dave Crowl and Michael Tilles to the Schwab account, seconded by Beaty. All ayes.
 - b. CLSD Resurfacing quote: See Agenda packet pg 3. All agreed to go ahead with quote as submitted.
6. **Ambulance Revenue- Wittman:** Payments for July '21 totaled \$72,141 with A/R of \$545,489.
7. **Expenses YTD:** Reviewed and within range. Please see pg 11 for footnotes.
8. **Cash Flow:** Reviewed
9. **Banking and Investments Statement review:** Reviewed
10. **Ambulance Transport data** – July had 68 billable incidents with 46 transports.
11. **Other:**
 - a. Update FY21 Various updates were made to the budget and questions were answered to provide clarification.
 - b. Discussion of Non-transport billing: DA Crowl explained that we will be moving to new coding change of AMA (against medical advice) calls as RAS (released at scene) calls. The impact from this is that Medicare will pay for the non transport and the patient will not be responsible for the bill.
 - c. Write-off/Hardship Update: CLSD has reviewed \$100,000 in past due billing and removed it from our A/R balance.
12. **Shout out:** Clara for researching all the patients with past due bills. Brenda, Hans and Bonnie for extraordinary patient care.

Next FC Meeting: Third **Wednesday** of the month, at 9 am.

- Sept 15, 2021, Oct 20, 2021, Nov 17, 2021

Adjournment: at 10:52 AM, Director Schwartz made a motion to adjourn and seconded by Director Beaty. All ayes.

Minutes approved:

_____ (Date)

Naomi Schwartz, Treasurer

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
FY21													
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	44	\$ 165,670	\$ 62,820	\$ 36,698	\$ 8,928	\$ 57,223	\$ 75,587	\$ 330	\$ 75,257	\$ 40,118	\$ 20,365	\$ -	\$ 471,732
APR'21	73	\$ 239,711	\$ 114,324	\$ 79,460	\$ 7,988	\$ 37,939	\$ 41,009	\$ 3,576	\$ 37,433	\$ -	\$ 2,911	\$ -	\$ 469,328
MAY'21	56	\$ 218,020	\$ 92,787	\$ 38,089	\$ 5,911	\$ 81,233	\$ 47,754	\$ 210	\$ 47,544	\$ -	\$ 245	\$ 15	\$ 502,786
JUN'21	74	\$ 288,211	\$ 111,710	\$ 57,174	\$ 1,996	\$ 117,330	\$ 78,282	\$ -	\$ 78,282	\$ -	\$ -	\$ -	\$ 541,835
FY22													
JUL'22	67	\$ 273,034	\$ 121,870	\$ 72,489	\$ 1,783	\$ 76,892	\$ 72,141	\$ -	\$ 72,141	\$ -	\$ 1,150	\$ 53	\$ 545,489
AUG'22	70	\$ 273,104	\$ 143,968	\$ 49,921	\$ 12,441	\$ 66,774	\$ 69,074	\$ -	\$ 69,074	\$ 82,794	\$ 17,228	\$ 657	\$ 443,824

AUG '20	55	\$ 250,373	\$ 110,193	\$ 38,146	\$ 4,986	\$ 97,048	\$ 71,580	\$ 1,154	\$ 70,426	\$ -	\$ (0.19)	\$ -	\$ 431,882
---------	----	------------	------------	-----------	----------	-----------	-----------	----------	-----------	------	-----------	------	------------

FY To Date	137	\$ 546,137	\$ 265,838	\$ 122,409	\$ 14,224	\$ 143,665	\$ 141,215	\$ -	\$ 141,215	\$ 82,794	\$ 18,378	\$ 711
Last 12 Months	705	\$ 2,773,645	\$ 1,197,855	\$ 549,254	\$ 85,889	\$ 940,647	\$ 770,856	\$ 11,956	\$ 758,901	\$ 122,912	\$ 47,872	\$ 979

Monthly Average FY To Date	69	\$ 273,069	\$ 132,919	\$ 61,205	\$ 7,112	\$ 71,833	\$ 70,607	\$ -	\$ 70,607	\$ 41,397	\$ 9,189	\$ 355
Monthly Average Last 12 Months	59	\$ 231,137	\$ 99,821	\$ 45,771	\$ 7,157	\$ 78,387	\$ 64,238	\$ 996	\$ 63,242	\$ 10,243	\$ 3,989	\$ 82

AGING (308)							
Month	Current (70)	31-60 (53)	61-90 (42)	91-120 (16)	121-180 (39)	180+ (88)	Balance
AUG	\$ 101,926	\$ 55,067	\$ 106,705	\$ 11,589	\$ 47,522	\$ 121,015	\$ 443,824

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

	Jul - Aug 21	Budget	\$ Over Bud...	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes	201,580.80	201,580.80	0.00	100.0%
4002 · Sonoma County Taxes	152,504.20	152,504.20	0.00	100.0%
Total 4000 · CLSD Special Taxes	354,085.00	354,085.00	0.00	100.0%
4100 · Interest Revenue	0.00	0.00	0.00	0.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	124,586.69	132,061.00	-7,474.31	94.3%
Total 4200 · Ambulance Revenue	124,586.69	132,061.00	-7,474.31	94.3% ¹
4400 · Miscellaneous Revenue	3,744.91	3,333.30	411.61	112.3%
4410 · Intergovermntl Transport(IGT)	41,666.60	41,666.60	0.00	100.0%
4500G · Training Grant Revenue	25,623.82	33,333.30	-7,709.48	76.9%
Total Revenue	549,707.02	564,479.20	-14,772.18	97.4%
Expense				
5000 · Wages and Benefits	339,383.55	309,468.50	29,915.05	109.7%
5000G · Wages & Benefits-Training Grant	25,623.82	29,976.70	-4,352.88	85.5%
6000 · Ambulance Operations	31,927.59	29,153.60	2,773.99	109.5%
6000G · Training Grant Operations	0.00	4,816.60	-4,816.60	0.0%
66000 · Payroll Expenses	200.00	0.00	200.00	100.0%
6700 · Overhead/Administration	29,727.09	34,275.00	-4,547.91	86.7%
6700G · Overhead/Administration-T.Grant	0.00	416.70	-416.70	0.0%
6971 · IGT	-22,166.66	0.00	-22,166.66	100.0%
7000 · Urgent Care	138,666.32	138,666.30	0.02	100.0%
8000 · Interest Expense	0.00	133.30	-133.30	0.0%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	17,569.20	17,569.20	0.00	100.0%
Total Expense	560,930.91	564,475.90	-3,544.99	99.4%
Net Ordinary Operating Surplus	-11,223.89	3.30	-11,227.19	
Net Revenue	-11,223.89	3.30	-11,227.19	

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

2. Training Grant FY20/21 (Sept. 2020-Aug. 2021). Ended Aug 31,2021. CLSD was able to use the entire grant awarded at close out. Tracking the grant (due to the parameters for funding) falls in both FY20/21 & FY21/22.

3. 3rd payroll in moth of July (1st PR hits 7-1-21 but is the last payroll of FY21).Training Grant (last payroll in Aug) had some payroll hit CLDS'S buget as we closeout the Grant (~3k). Audit of SDRMA Workers Comp (completed in Aug) resulted in a small amount owed (~\$2700). CLSD also had several new hires and promotions to full-time. All of these has contributed to a slight over budget at this time.

4. Expenses for the Training Grant match the revenue for FY21. CLSD budgeted more expenses for the Training Grant (~11k) that would hit the CLSD side of the budget.

5. RCMS- reimbursable payroll expenses for Medic's & EMT's working shifts.

6. IGT- represents the recievable for the Admin Fee and Employer Match

FY 22 Cash Projection	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Bank balance 06/30/20	873,477	830,873	627,681	424,489	747,721	1,177,741	974,549	771,357	747,478	1,377,272	1,174,080	970,888
SAMHSA Trng Grant	50,000			50,000			50,000			50,000		
Prop Tax EMS/UC	110,588			526,424	633,212			335,822	426,477			
GEMT or GEMT-QAF									406,509			
IGT									65,000			
Ambulance Revenue	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000
Expenses	268,192	268,192	268,192	268,192	268,192	268,192	268,192	268,192	268,192	268,192	268,192	268,192
IGT funding								156,509				
	830,873	627,681	424,489	747,721	1,177,741	974,549	771,357	747,478	1,377,272	1,174,080	970,888	767,696
Charles Schwab Invest.	308,751	308,751	308,751	308,751	308,751	308,751	308,751	308,751	308,751	308,751	308,751	308,751
	Schwab due											

IGT FY20/21 +

DHCS aligning FY and CY - Two pending "Provider Match" periods: (1) 12 mos, (1) 6 mos. (see Apr/May 2022)

Eff. Range	Wire due:	Provider Match+fee	Est'd Net	Est'd IGT check
7/20-12/20	Q2 CY21	156,509	250,000	406,509
1/21-6/21	Q3/Q4 CY21	78,623	125,000	203,623

funding cycle(s) delayed due to Covid-19



SAMHSA Rural EMS Training Grant: just under \$200K in FY22. \$50K installments simply representational - not precise timing.

Measure J - EMS tax passed by voters Combined parcel tax levies above include the increased EMS levy and the maxed UC levy. Sonoma County pays in Dec and Apr
Mendocino County pays in Jan and May

Long-Term Planning AB1705 - potential tripling/quadrupling of IGT/GEMT funding - begins in FY22. Unknown yet when revenue might be realized

CLSD RUN DATA for the PRECEEDING 12 MONTHS

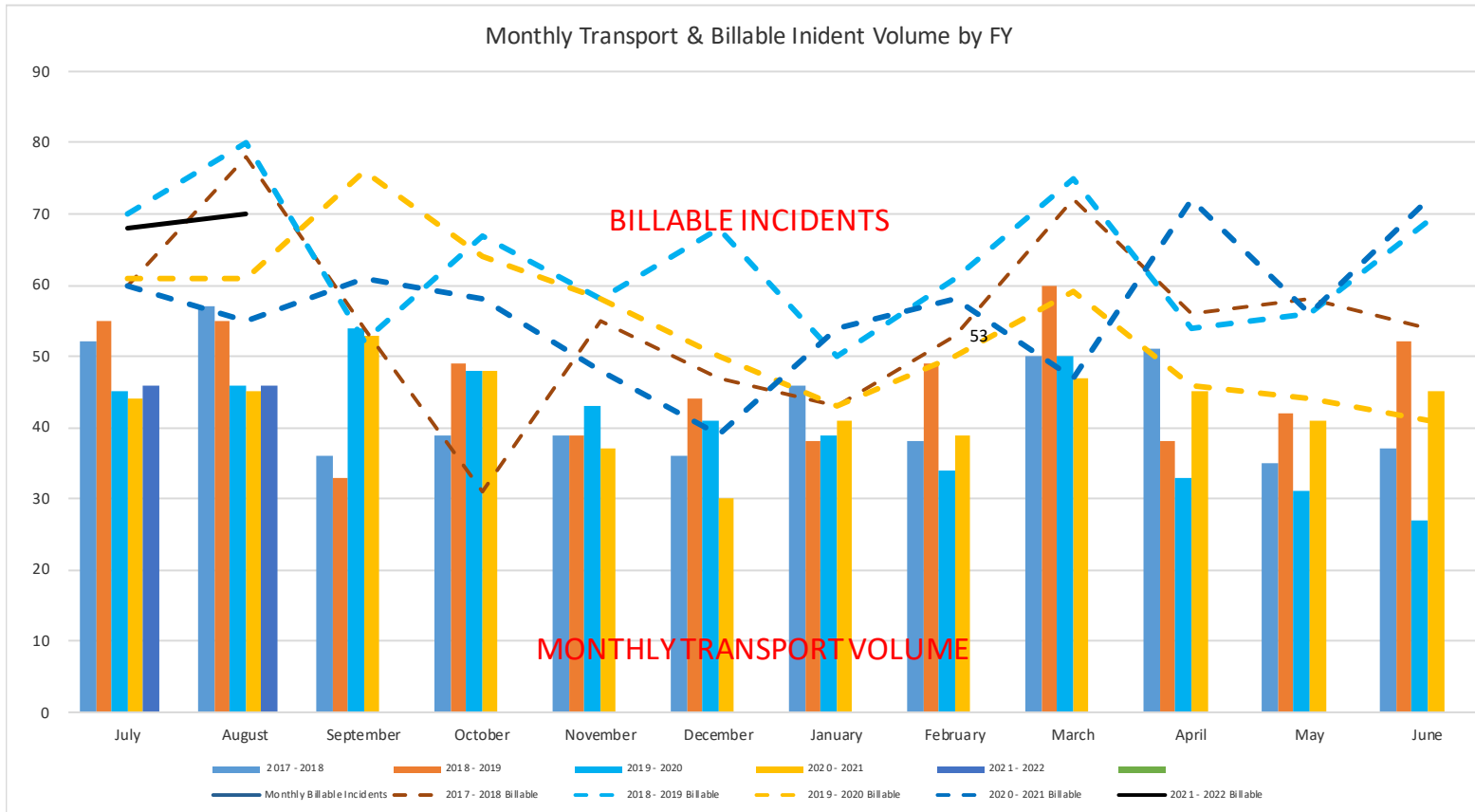
ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

MONTH <small>MOST CURRENT ON TOP</small>	INCIDENT		PCR		RESIDENT		ALS		DAYTIME		NIGHT		TOTAL		LANDING		DRY RUN		T&R		FROM RCMS		AMB UNAVAILABLE			
	DISPATCHED CALLS		PATIENT CARE RECORD		RESIDENT	NON RESID.	ADVANCED LIFE SUPPORT		9:00 AM to 9:00 PM		9:00 PM to 9:00 AM		TRANSPORTS			CANCELLED ON ROUTE			ALS		TOTAL HRS		MISSED CALLS			
	Current	Year Prior	Current	Year Prior	BOTH 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
AUG '21	106	79	70	56	56	14	62	45	74	63	32	16	46	45	6	5	17	22	23	11	10	4	26		2	
JULY '21	93	84	68	61	52	16	44	45	60	63	33	16	46	45	4	9	13	11	17	16	1	2	19		0	
JUNE '21	91	47	74	42	55	19	58	27	67		24		45	27	8	5	14	5	20	15	1	0	32		0	
MAY '21	74	67	56	38	43	13	31	29	57		16		41	30	10	7	17	18	15	27	0	1			0	
APRIL '21	88	65	72	44	67	5	37	31	67		21		45	33	7	4	18	10	27	11	1	1			0	
MARCH '21	61	73	47	61	44	3	47	47	43		18		47	49	6	6	14	10	15	10	1	3			0	
FEBR '21	80	69	59	47	49	9	49	30	55		25		39	34	5	1	18	16	20	16	1	1			0	
JAN '21	67	64	54	49	29	12	41	30	64		3		41	39	7	6	17	14	13	11	5	1			1	
DEC '20	60	67	43	51	37	2	30	36	43		17		30	40	5	4	18	7	13	11	0	1			0	
NOV '20	64	84	49	63	41	7	37	47	51		13		37	48	8	9	14	22	12	11	1	0				
OCT '20	84	84	63	58	54	16	47	47	68		16		48	48	9	7	22	17	11	16	0	2				
SEPT '20	84	94	63	66	43	18	53	51	64		16		53	54	15	12	17	20	10	23	1	0				
TOTAL	952	877	718	636	570	134	536	465	713	126	234	32	518	492	90	75	199	172	196	178	22	16	77	0	3	0
	CALLS		PCR		RESIDENT	NON RESID.	ALS		AM TO PM		PM TO AM		TRANSPORTS		LZ		DRY RUN		T&R		FROM RCMS		AMB UNAVAILABLE			

MONTHLY AMBULANCE DATA

Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
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	45	41	45
2021 - 2022	46	46										

Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
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	72	56	72
2021 - 2022 Billable	68	70										



Runs by Response Request

Response Type Of Service Requested (eResponse.05)	Number of Runs	Percent of Total Runs
911 Response (Scene)	95	89.62%
Interfacility Transport	10	9.43%
Standby	1	0.94%
	Total: 106	Total: 100.00%

Runs by Dispatch Reason

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Falls	16	15.09%
Traffic/Transportation Incident	11	10.38%
Sick Person	9	8.49%
Unknown Problem/Person Down	9	8.49%
Abdominal Pain/Problems	7	6.60%
Interfacility Transfer	7	6.60%
Breathing Problem	6	5.66%
Back Pain (Non-Traumatic)	5	4.72%
Chest Pain (Non-Traumatic)	5	4.72%
Traumatic Injury	4	3.77%
Medical Alarm	3	2.83%
Other	3	2.83%
Overdose/Poisoning/Ingestion	3	2.83%
Unconscious/Fainting/Near-Fainting	3	2.83%
Drowning/Diving/SCUBA Accident	2	1.89%
Heart Problems/AICD	2	1.89%
Hemorrhage/Laceration	2	1.89%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	2	1.89%
Standby	2	1.89%
Stroke/CVA	2	1.89%
Allergic Reaction/Stings	1	0.94%
Cardiac Arrest/Death	1	0.94%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	1	0.94%
	Total: 106	Total: 100.00%

Runs by Response Disposition

Disposition Incident Patient Disposition (eDisposition.12)	Number of Runs	Percent of Total Runs
Treated, Transported by this EMS Unit	46	43.40%
Against Medical Advice (AMA)	19	17.92%
Canceled Enroute - No Patient Contact	17	16.04%
Transported to Landing Zone, Care Transferred	6	5.66%
Canceled on Scene - No Patient Contact	5	4.72%
Released at Scene (RAS)	4	3.77%
Canceled/Dispatch Error (Prior to En Route)	3	2.83%
Canceled (Request Transferred to Another Unit)	2	1.89%
Standby - PD, EMS, or Fire	2	1.89%
Treated, Transferred Care to Another EMS Unit	2	1.89%
	Total: 106	Total: 100.00%

Runs by Provider Impression

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
	29	27.36%
Pain (G89.1)	17	16.04%
Traumatic Injury (T14.90)	12	11.32%
Abdominal Pain / Problems (R10.84)	9	8.49%
Weakness (General) (R53.1)	7	6.60%
Cardiac Dysrhythmia - Bradycardia (R00.1)	3	2.83%

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Cardiac Dysrhythmia - Unspecified (I49.9)	3	2.83%
No Apparent Illness/Injury (Adult) (Z00.00)	3	2.83%
Altered Level of Consciousness (R41.82)	2	1.89%
Cold/Flu Symptom (J00)	2	1.89%
Overdose / Poisoning / Ingestion (F19)	2	1.89%
Respiratory Distress - Unspecified (J80)	2	1.89%
Alcohol Intoxication (F10.92)	1	0.94%
Allergic Reaction (T78.40)	1	0.94%
Anxiety / Emotional Upset (F41.9)	1	0.94%
Cardiac Arrest (I46.9)	1	0.94%
Cardiac Dysrhythmia - Tachycardia (R00.0)	1	0.94%
Chest Pain - Non-cardiac (R07.89)	1	0.94%
Chest Pain - Suspected Cardiac (I20.9)	1	0.94%
Dizziness / Vertigo (R42)	1	0.94%
G.I. Bleed (K92.2)	1	0.94%
Hypertension (I10)	1	0.94%
Nausea / Vomiting (R11.2)	1	0.94%
Respiratory Distress - Bronchospasm (J98.01)	1	0.94%
Sexual Abuse/Assault (T74.2)	1	0.94%
Stroke/CVA (I63.9)	1	0.94%
Syncope/Near Syncope (R55)	1	0.94%
	Total: 106	Total: 100.00%

Report Criteria

Agency Name (Dagency.03): Is In Coast Life Support District Ambulance

Incident Date: Is Between 8/1/2021 and 8/31/2021