

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 October 25, 2021 – 4 PM**<<<

All attendees must be masked due to covid restrictions. Board meetings will also be available via teleconference.

Meeting Link: <https://clsd.my.webex.com/clsd.my/j.php?MTID=m20f0a16cdcd6e23311b6b1f92ef07a2c>

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval:
 - a. September 27th Board Meeting Beaty
4. Privilege of the floor Beaty
5. Old Business Beaty
 - a. Resolution #277: Discussion and approval of resolution required by the State of California to continue meeting remotely pursuant to legislation signed by Governor Newsom on September 20, 2021 (AB361).
6. Reports:
 - a. RCMS updates Tilles
 - b. Finance: YTD Crowl
 - i. Ambulance revenue – Wittman YTD
 - ii. Expenses
 - iii. IGT, GEMT, Covid Funding Update
 - c. Communication Committee Bower/André
 - i. Social Media Outreach
 - d. Ad Hoc HR/Personnel Committee Paterson
 - i. DA Job description and evaluation
 - ii. Policies and Procedure Manual <https://clsd.ca.gov/2021-2/>
7. Other:
 - a. Ambulance run data/CLSD Activity Crowl
 - b. Captain's Report and DA's Report Golly/Ottolini/Crowl
 - c. Crew Thanksgiving Dinner BOD
8. Shout out: Open
9. **NEXT BOD MEETINGS:**

November 22nd, 2021
December 20th, 2021
January 24th, 2022
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
4:00 PM, September 27th, 2021 Meeting

Call to Order: President Beaty called the meeting to order at 4:00 PM at the Bill Platt Training Room. Present were Directors: André, Bower, Paterson, Schwartz. Also present: District Administrator Dave Crawl, Captain Bronwyn Golly, Captain Chris Ottolini, Bookkeeper Clara Frost.

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

Approval of Minutes: Director Schwartz moved to approve the June 28th 2021 meeting and was seconded by Director André. All ayes.

Privilege of the Floor: none.

New Business: Proposed workshop regarding local housing: Director Paterson asked for ideas and input from the other board members.

Old Business: Board goals update: Rebranding of the ambulance is nearing completion. Progress continues to be made on the HR rewrite. Community paramedic program is progressing with MHA's assistance.

Reports:

- a. RCMS updates: Found additional funding, recruiting another provider
- b. Finance: YTD
 - i. Ambulance Revenue – Wittman YTD: Net payments total for August 2021 was \$69,074 with A/R of \$443,824.
 - ii. Expenses – Expenses remain within budgeted range.
- c. MHA Quarterly Report: October meeting
- d. Communication Committee:
 - i. Branding: Director André gave a presentation to show the design of the new logo and what it will look like as a patch.
- e. Ad Hoc HR/Personnel Committee:
 - i. HR and Job Description Update: Policy has been created for the Board Manual and a DA job description. They have also almost finished a 360 evaluation form for the DA
 - ii. CLSD Website Update: Moving forward with possible presentation by end of October

Other:

- a. Volunteer Medical Deployment made by Lt. Megan Rosecran to refugee camp along Mexican border. This may be a great outreach and training mechanism for the paramedics.
- b. Captain's Report

Shout out: Huge shout out to the Communications Committee for completion of the Re-branding activities. Special shout out to Drew Fagen for his tireless artwork for the new designs.

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

- October 25th
- November 22nd
- December 20th

Adjournment: Adjourned at 6:33 PM

Minutes Approved:

_____(Date)_____

RESOLUTION NO. 277

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COAST LIFE SUPPORT DISTRICT (“CLSD”) PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF COAST LIFE SUPPORT DISTRICT FOR THE PERIOD NOVEMBER 1, 2021 THROUGH DECEMBER 1, 2021, PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the CLSD is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of CLSD’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property caused by conditions described in Government Code section 8558; and

WHEREAS, that proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or that the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a state of emergency has been proclaimed by Governor Newsom on March 4, 2020, as a result of the threat of COVID-19; and

WHEREAS, the Board of Directors does hereby find that the state of emergency proclaimed by Governor Newsom on March 4, 2020, and the Delta variant of COVID-19 surging in Sonoma County per the Sonoma County Public Health Notice on August 2, 2021, and similarly surging in Mendocino County per the Mendocino County Public Health Order on August 5, 2021, has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of CLSD shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, during the COVID-19 pandemic, CLSD has conducted remote, teleconferenced meetings consistent with the Governor’s Executive Orders promoting social distancing; and

WHEREAS, consistent with AB361, as a condition of extending the use of the provisions in section 54953(e), the Board must consider the circumstances of the state of emergency that exists in the District, and the Board has done so; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF COAST LIFE SUPPORT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and the surging Delta variant of COVID-19 would present an imminent risk to meeting in person.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies The Proclamation of a State of Emergency, issued by Governor Newsome on March 4, 2020.

Section 4. Remote Teleconference Meetings. The District Administrator and legislative bodies of CLSD are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of November 1, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of COAST LIFE SUPPORT DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of COAST LIFE SUPPORT DISTRICT, this 25th day of October, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: October 25, 2021

Geoffrey A. Beaty, President
CLSD Board of Directors

ATTEST

Dave Cowl
CLSD District Administrator

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													
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'21	67	\$ 273,034	\$ 121,870	\$ 72,489	\$ 1,783	\$ 76,892	\$ 72,141	\$ -	\$ 72,141	\$ -	\$ 1,150	\$ 53	\$ 545,489
AUG'21	70	\$ 273,104	\$ 143,968	\$ 49,921	\$ 12,441	\$ 66,774	\$ 69,074	\$ -	\$ 69,074	\$ 82,794	\$ 17,228	\$ 657	\$ 443,824
SEPT'21	72	\$ 284,162	\$ 110,904	\$ 40,511	\$ 6,044	\$ 126,702	\$ 56,790	\$ 12,090	\$ 44,700	\$ -	\$ 5,990	\$ 191	\$ 520,027

<i>SEPT '20</i>	<i>61</i>	<i>\$ 252,324</i>	<i>\$ 96,311</i>	<i>\$ 43,517</i>	<i>\$ 7,999</i>	<i>\$ 104,497</i>	<i>\$ 68,602</i>	<i>\$ -</i>	<i>\$ 68,602</i>	<i>\$ -</i>	<i>\$ 4,929</i>	<i>\$ -</i>	<i>\$ 462,848</i>
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FY To Date	209	\$ 830,299	\$ 376,742	\$ 162,921	\$ 20,269	\$ 270,367	\$ 198,004	\$ 12,090	\$ 185,915	\$ 82,794	\$ 24,368	\$ 901
Last 12 Months	716	\$ 2,805,483	\$ 1,212,448	\$ 546,249	\$ 83,934	\$ 962,852	\$ 759,043	\$ 24,045	\$ 734,998	\$ 122,912	\$ 48,933	\$ 1,170

Monthly Average FY To Date	70	\$ 276,766	\$ 125,581	\$ 54,307	\$ 6,756	\$ 90,122	\$ 66,001	\$ 4,030	\$ 61,972	\$ 27,598	\$ 8,123	\$ 300
Monthly Average Last 12 Months	60	\$ 233,790	\$ 101,037	\$ 45,521	\$ 6,995	\$ 80,238	\$ 63,254	\$ 2,004	\$ 61,250	\$ 10,243	\$ 4,078	\$ 97

AGING (330) (308 Aug)							
Month	Current (72)	31-60 (35)	61-90 (27)	91-120 (68)	121-180 (25)	180+ (103)	Balance
SEPT	\$ 114,048	\$ 79,523	\$ 36,354	\$ 105,436	\$ 31,867	\$ 152,799	\$ 520,027

Coast Life Support District

Profit & Loss Budget Overview FY21

July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes	302,371.22	302,371.22	0.00	100.0%
4002 · Sonoma County Taxes	228,756.28	228,756.28	0.00	100.0%
Total 4000 · CLSD Special Taxes	531,127.50	531,127.50	0.00	100.0%
4100 · Interest Revenue	0.00	0.00	0.00	0.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	233,017.92	198,091.50	34,926.42	117.6%
Total 4200 · Ambulance Revenue	233,017.92	198,091.50	34,926.42	117.6% ¹
4400 · Miscellaneous Revenue	2,385.91	4,999.97	-2,614.06	47.7%
4410 · Intergovernmental Transport(IGT)	62,499.94	62,499.94	0.00	100.0%
4500G · Training Grant Revenue	40,161.86	49,999.97	-9,838.11	80.3% ²
Total Revenue	869,193.13	846,718.88	22,474.25	102.7%
Expense				
5000 · Wages and Benefits	472,278.80	464,204.75	8,074.05	101.7% ³
5000G · Wages & Benefits-Training Grant	39,191.43	44,965.03	-5,773.60	87.2% ⁴
6000 · Ambulance Operations	49,954.13	43,730.44	6,223.69	114.2%
6000G · Training Grant Operations				
6100G · T.Grant Station/Equipment/Train	970.43	7,224.94	-6,254.51	13.4%
Total 6000G · Training Grant Operations	970.43	7,224.94	-6,254.51	13.4%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	39,817.83	51,412.50	-11,594.67	77.4%
6700G · Overhead/Administration-T.Grant	0.00	625.03	-625.03	0.0%
6971 · IGT	-33,249.99	0.00	-33,249.99	100.0% ⁵
7000 · Urgent Care	207,999.48	207,999.47	0.01	100.0%
8000 · Interest Expense	0.00	199.97	-199.97	0.0%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	26,353.78	26,353.78	0.00	100.0%
Total Expense	803,315.89	846,715.91	-43,400.02	
Net Ordinary Operating Surplus	65,877.24	2.97	65,874.27	
Net Revenue	65,877.24	2.97	65,874.27	

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

2. Training Grant FY22 income/expense as expected & within budget

3. 3 payrolls in July (1st PR 7-1-21 considered last of PR FY21). Budget for Wages & Benefits is split over 12 months. Expect to see expenses even out. by end of year

4. Training Grant expenses are as expected for the FY22 grant.

5. IGT- represents the receivable for the Admin Fee and Employer Match slip over 12 months

COAST LIFE SUPPORT DISTRICT

DISTRICT ADMINISTRATOR JOB DESCRIPTION

Responsible to: Board of Directors

Reports to: Board of Directors

Oversees:

- Captains of Training and Operations
- Bookkeeper/executive assistant
- Contract providers including but not limited to:
 - Medical Director
 - RCMS/Urgent Care Provider
 - Property Tax Administration Agency
 - REDCOM Dispatch
 - Auditor and outside CPA
 - Billing company

Duties:

- Financial Management
 - Develops and executes annual budget
 - Approves administrative invoices
 - Manages bank accounts and investments
 - Manages annual audit
 - Analyzes and submits annual property tax roll
 - Creates request for proposals for new contracts
 - Federal, state, grants and funding agencies
- Board of Directors Communications
 - Creates and posts monthly agenda
 - Prepares materials for BOD meetings
 - Ensure Brown Act compliance on agenda and board materials
 - Facilitates ad-hoc meetings and planning sessions
- Represents District to all external agencies and organizations including but not limited to:
 - REDCOM Board of Directors
 - MHA meetings
 - Contracted Urgent Care provider

- Organizational Leadership
 - Prepares election information for Mendocino and Sonoma Counties
 - Builds teams and mentors staff
 - Promotes and models effective communication, including conflict management and resolution.
- Organizational Management
 - Negotiates contracts with employees
 - Provides oversight for human resources
- Public Outreach and Media Relations
 - Communicates effectively regarding the organizational policies and procedures.

Preferred Qualifications:

Reside within Coast Life Support District

Knowledge of CLSD, regional, and state protocol

Diverse healthcare administration experience including rural EMS

Experience in Public Administration and Interagency Relations

Bachelor's Degree in Healthcare Administration or equivalent

Certified in National Incident Response System

Revised October 18, 2021

COAST LIFE SUPPORT DISTRICT

POLICIES / PROCEDURES

TITLE: DISTRICT ADMINISTRATOR Performance Evaluation Policy

Policy

The Board of Directors shall evaluate the performance of the District Administrator at six months in writing and then once each year after that, unless indicated by most recent evaluation.

The evaluation shall include an assessment of the performance of the District Administrator, fulfillment of the duties and responsibilities specified in the job description and of mutually agreed upon goals and objectives.

Procedures

The evaluations should occur in closed session and coincide with the contract term. The Secretary of the Board shall maintain a notification system which tracks the date when the evaluation is due to ensure the Board Agenda is properly noticed. The Secretary will provide advanced notice to the Board and the District Administrator.

The format of the evaluation shall be as established by the Board. It will include a “360 degree” assessment and the District Administrator’s self-evaluation.

During the scheduled closed session, the Board shall meet as a group to verbally discuss the components of the performance evaluation, to receive input and feedback from the District Administrator relative to his/her assessment, and to discuss future performance expectations. The President of the Board, or designee, shall meet with the District Administrator to finalize and sign the evaluation. The Secretary of the Board shall file the signed evaluation within the District Administrator’s personnel file.

Reference

District Administrator Job Description
District Administrator Evaluation Document
Employment Agreement

9/19/2021 REVISED

COAST LIFE SUPPORT DISTRICT

DISTRICT ADMINISTRATOR BOD EVALUATION

NAME:

DATE:

HIRE DATE:

TYPE OF REVIEW:

REVIEW PERIOD:

PURPOSE: TO EVALUATE THE DISTRICT ADMINISTRATOR'S OVERALL PERFORMANCE,
PROMOTE COMMUNICATION, PROVIDE USEFUL FEEDBACK AND TO IDENTIFY FUTURE GOALS.

RATING SCALE & INSTRUCTIONS:

ENTER THE **OVERALL** NUMERICAL RATING NEXT TO EACH PERFORMANCE AREA
PLEASE INCLUDE ANY/ALL COMMENTS USING THE BACK OF THIS DOCUMENT

5 = OUTSTANDING	EXCEPTIONAL PERFORMANCE, FAR EXCEEDS EXPECTATIONS PLEASE COMMENT
4 = EXCEEDS EXPECTATIONS	CONSISTENTLY EXCEEDS NORMAL EXPECTATIONS & REQUIREMENTS
3 = MEETS EXPECTATIONS	EXPECTED PERFORMANCE LEVEL
2 = IMPROVEMENT NEEDED	DOES NOT CONSISTENTLY MEET STANDARDS COMMENT REQUIRED
1 = UNSATISFACTORY	CONSISTENTLY DEFICIENT IN MEETING MOST STANDARDS COMMENT REQUIRED

PERFORMANCE AREAS BEING REVIEWED:

FINANCIAL MANAGEMENT

OVERALL RATING:

Please consider:

- Does the DA prepare an annual budget that meets the goals & objectives of the District as set by the Finance Committee?
- Does the DA consider the fiscal impact of decisions?
- Does the DA adhere to budget guidelines?
- Does the DA keep the Finance Committee, the Treasurer of the BOD and the full BOD up to date with clear presentations?
- Does the DA maintain good annual audit controls as demonstrated by audit results?

MANAGEMENT OF THE ORGANIZATION

OVERALL RATING:

Please consider:

- Does the DA effectively administer and direct the activities of the District?
- Does the DA establish and maintain an organizational structure that successfully accomplishes the District's goals and objectives?
- Does the DA communicate well at all levels?
- Does the DA set high expectations and lead by example?
- Does the DA assure compliance with all federal, state, and local laws?

BOARD COMMUNICATIONS

OVERALL RATING:

Please consider:

- Does the DA keep the BOD informed with well prepared, concise presentations?
- Does the DA respond proactively to suggestions & guidance from the BOD?
- Does the DA keep the BOD informed about the District's activities, progress, and problems?

EFFECTIVE LEADERSHIP

OVERALL RATING:

Please consider:

- Does the DA demonstrate a positive attitude towards the CLSD, the team and constituents?
- Does the DA develop a sense of teamwork within CLSD, the team and constituents?
- Does the DA provide leadership to the District staff?
- Is the DA a team builder & mentor?
- Is the DA able to make tough decisions?

PRODUCTIVITY & INITIATIVE

OVERALL RATING:

Please consider:

- Uses their time and resources to maximize the volume of work?
- Is the DA able to oversee multiple projects?
- Is the DA successful at delegating?
- Does the DA stay current with new technology, equipment, programs, and services to effectively serve the District?
- Does the DA initiate & complete goals for self-improvement and skill development?

PARTNERSHIPS

OVERALL RATING:

Please consider:

- Does the DA develop and maintain cooperative relations with other agencies?
- Does the DA actively participate and network with other agencies to improve to the community?
- Does the DA work successfully with a variety of groups?
- Does the DA actively participate in industry associations?

PUBLIC OUTREACH & COMMUNITY RELATIONS

OVERALL RATING:

Please consider:

- Does the DA communicate the District's policies and programs to the public well?
- Does the DA represent the District successfully at community events?
- Is the DA approachable at handling conflict & confrontation?
- Is the DA effective with the media?
- Does the DA present a positive picture of the District to the community?

Please submit up to three goals you would like the DA to achieve during the upcoming year.

GOALS FOR THE COMING YEAR:

FURTHER COMMENTS BY REVIEWER:



SIGNED: _____

DATE:

I acknowledge that I have received a copy of this Performance Review and have had an opportunity to read and discuss it with the President of the Board of Directors of Coast Life Support District.

CLSD RUN DATA for the PRECEEDING 12 MONTHS

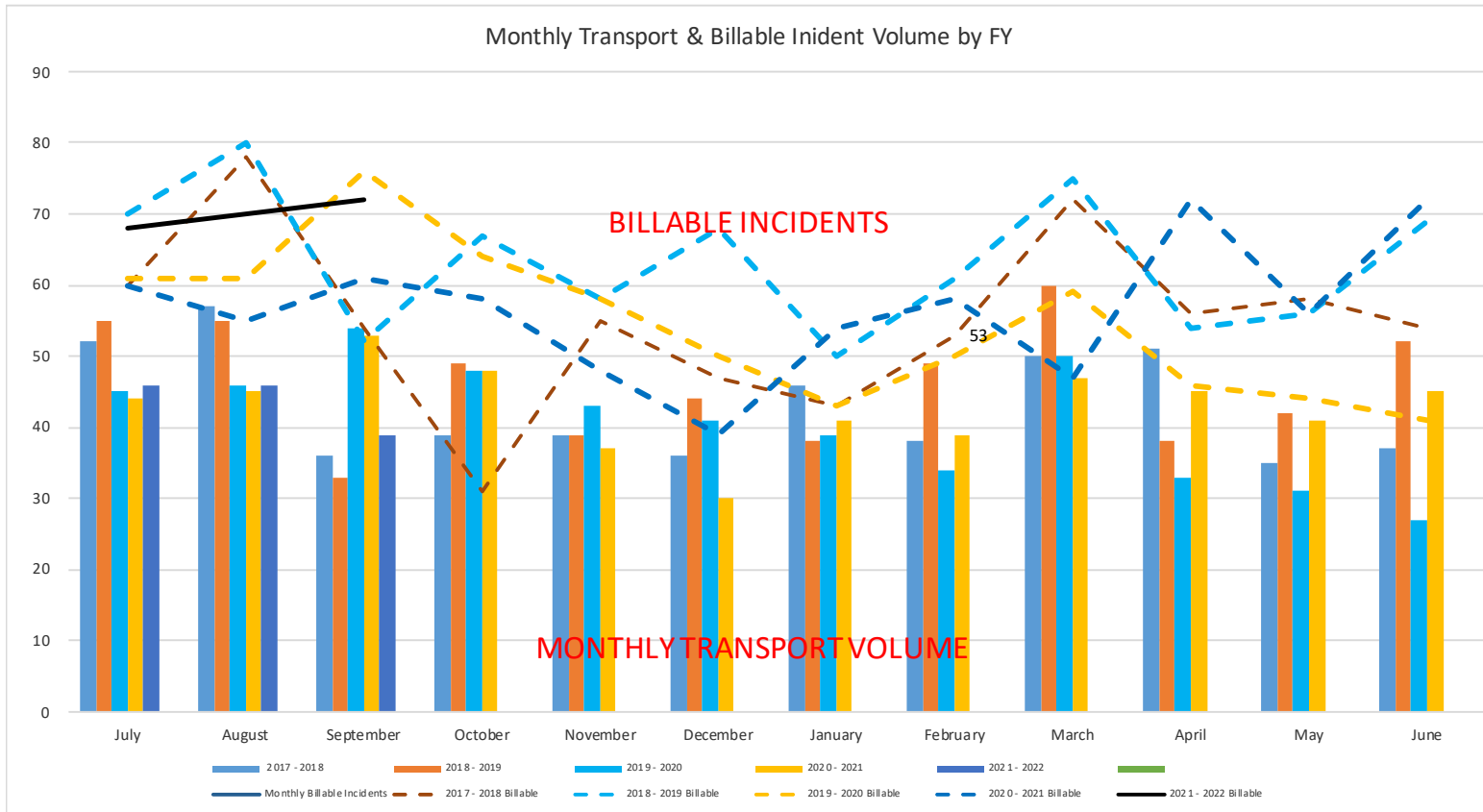
ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

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
SEP '21	92	84	72	63	55	17	58	53	62	64	30	16	39	53	3	15	8	17	29	10	7	8	33	1
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	4	11	19	0
JUNE '21	91	47	74	42	55	19	58	27	67		24		45	27	8	5	14	5	20	15	11	7	32	0
MAY '21	74	67	56	38	43	13	31	29	57		16		41	30	10	7	17	18	15	27	6	10		0
APRIL '21	88	65	72	44	67	5	37	31	67		21		45	33	7	4	18	10	27	11	10	6		0
MARCH '21	61	73	47	61	44	3	47	47	43		18		47	49	6	6	14	10	15	10	7	14		0
FEBR '21	80	69	59	47	49	9	49	30	55		25		39	34	5	1	18	16	20	16	5	11		0
JAN '21	67	64	54	49	29	12	41	30	64		3		41	39	7	6	17	14	13	11	3	8		1
DEC '20	60	67	43	51	37	2	30	36	43		17		30	40	5	4	18	7	13	11	5	10		0
NOV '20	64	84	49	63	41	7	37	47	51		13		37	48	8	9	14	22	12	11	6	13		
OCT '20	84	84	63	58	54	16	47	47	68		16		48	48	9	7	22	17	11	16	13	11		
TOTAL	960	867	727	633	582	133	541	467	711	190	248	48	504	491	78	78	190	169	215	165	87	113	110	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	39									

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	72									



Operations Captain Report 10-2021

Injuries (update)...hopefully the last one.

- There has been another injured employee, a part-time EMT has broken their ankle and will be out until the beginning of December. We have been able to maintain coverage without a significant increase in staffing or OT.
- Currently 3 employees out with injuries

New Ambulance

- Work is going forward to put it in service and we hope to have it out and working by the beginning of November.

Other

- Finalized new Paid Time Off (PTO) SOP for full time employees.
- Managed all scheduling for the ambulance, maintaining service response at two fully staffed ALS ambulances 24/7
- Assisted with teaching CPR to both the Point Arena Union Elementary School and the High School.
- Set CLSD up to be able to do in house COVID-19 testing as needed, meeting local and state requirements.

Training Captain's Report 10-2021

- Completed attendance at EMS World Expo in Atlanta by Chris and Meg
- Attendance by Meg to Community Paramedic conference in North Carolina with and through MHA
- Initial step in completing revamp of Training Department with posting for Training Coordinator position
- Research on potential audio-visual improvements to Platt Training Center
- Completed all active regular part- and full-time staff in the Physical Ability Assessment
- EMR class continues ahead
- CREST is scheduled for next Wednesday

**District Administrator Notes
October/2021**

- Attended meetings with RCMS and MHA to discuss Community Paramedic Concept. In final stages of needs assessment and funding discussions.
- Assisted HR Committee with final drafts of DA position documents/evaluation and Policy & Procedure Manual.
- Performed wire transfer for IGT fund request FY19/20 and finalized the IGT request for FY21.
- Made first GEMT QAF payment for Q1. Q2 payment scheduled November 1.
- Took delivery of new ambulance and released funds from bank to pay the dealer.
- Finalized Paid Time Off (PTO) procedure to help streamline employee use and facilitate scheduling.
- Applied for Covid Funding through the California Special District Association. Funding was made available through an order by the California Governor. CLSD applied for funds used to staff various Covid activities and South Coast Fire room rental for 24 vaccine clinics.
- Help staff a vaccine/flu shot clinic.
- I received my California Paramedic license. I will perform tasks in the upcoming months to make myself an eligible ALS responder under Coastal Valley's EMS Authority. I intend to assist crews as needed and staff in emergency/heavy call load situations.
- Attended a CLSD Communications meeting and brainstormed several different ideas to increase CLSD's public media profile.
- Attended a webinar outlining management of this year's Training Grant.
- Finalized agreement with Timber Cover Fire Protection District to house and utilize our 2005 Ford Crestline ambulance. It will be used as a response resource for trained TCFPD volunteers and as a back-up for CLSD vehicles in an emergency.
- Attended the REDCOM BOD meeting representing the CLSD as a board member. Reported on REDCOM funding shortfalls to the CLSD Finance Committee meeting.
- Assisted with several CPR classes for Point Arena High and Elementary School staff.