



Finance Committee

AGENDA

Wednesday, October 20, 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=mae5834c013bf5d3e72288b02f69ab14b>

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| 1. Call to Order | Tilles |
| 2. Agenda Approval | Tilles |
| 3. Minutes Approval: September 15, 2021 meeting | Tilles |
| 4. Privilege of the floor | Tilles |
| 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 |
| • Current Staff Salary Schedule | |
| • GEMT and IGT Update | |
| • California Special District Covid Relief Fund | |
| • REDCOM Overage Fees | |
| 11. Shout out | Open to all |
| 12. Next FC Meetings – Third Wednesdays of the month, 9:00 AM. | |
| • November 17, 2021 | |
| • December 15, 2021 | |
| • January 19, 2021 | |
| 13. Adjournment | |



Finance Committee

Minutes of Meeting September 15th, 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 9:02 am PM by FC Director Geoffrey Beaty. Also present: FC Treasurer Naomi Schwartz and DA David Crowl, Bookkeeper Robin Dills. Excused Absence: Director Michael Tilles.
2. **Agenda Approval:** Director Schwartz moved to adopt the agenda, seconded by Treasurer Beaty. All ayes.
3. **Meeting Minutes Approval:** Director Schwartz moved to approve the Aug 18st, seconded by Treasurer Beaty. All ayes.
4. **Privilege of the floor:** None.
5. **Ambulance Revenue- Wittman:** Payments for Aug'21 totaled \$69,074 with A/R of \$443,882.
6. **Expenses YTD:** Reviewed and within range. Please the see P&L (pg 4) for footnotes.
7. **Cash Flow:** Reviewed. As expected.
8. **Banking and Investments Statement review:** Reviewed
9. **Ambulance Transport data** – Aug had 70 billable incidents with 46 transports. Cumulative are 803 billable incidents with 588 transports
10. **Other:**
 - a. Training Grant FY22: CLSD has officially been awarded The Rural EMS Education Grant for FY22. Funds will be drawn down as services have been provided. The Final draw down for FY21 (~\$56k) was completed but is being held in a pending statues. DA Crowl has a meeting (later today) and will updated on the status.
 - b. Currently, CLSD has 3 Medic's on medical leave for various reasons. This has prompted a new hire of a Medic that has committed to at least 2 months to provide coverage. In Oct we have 14 open shifts the we are working a solution to fill. Good news is the ALS Ambulance is fully staffed. August was a very busy month with 106 dispatched calls reaching the highest number of calls historically.
 - c. The CLSD RUN DATA -for PRECEEDING 12 MONTHS Report has been updated adding a new column for AMB Unavailable. By making this data available CLSD hopes to use this info for analyzing its future planning and improvements.
 - d. Write-off/Hardship Update: In Aug CLSD sent \$82,794 (past due billing) to collections and \$17,228 to write-offs. These balances have been removed from our A/R balance.
 - e. Aging Claims: there are 308 participating in payment's (70 of those are new).
 - f. Charles Schwab investment - no gain to date (as expected). Decision to keep the \$200k in the Exchange Bank still stands.
12. **Shout out:** DA Crowl expressed his thanks to FC Treasurer Naomi Schwartz for her hard work on revamping The CLSD RUN DATA -for PRECEEDING 12 MONTHS Report.

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

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

Adjournment: at 9.27 AM, Director Beaty made a motion to adjourn and seconded by Director Schwartz. 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													
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 · Intergovermntl 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 recievable for the Admin Fee and Employer Match slip over 12 months

FY 22 Cash Projection	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Bank balance 09/30/21	668,349	515,157	311,965	635,197	1,065,217	862,025	658,833	791,463	1,264,748	1,061,556	858,364	655,172
SAMHSA Trng Grant	50,000		50,000			50,000			50,000			
Prop Tax EMS/UC			526,424	633,212			335,822	426,477				
GEMT or GEMT-QAF												
IGT								406,509				
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				
	515,157	311,965	635,197	1,065,217	862,025	658,833	791,463	1,264,748	1,061,556	858,364	655,172	451,980
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 FY21/22 +

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
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	4	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									

