

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 November 22, 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=m69817b0a7e9580cb74263300d81d639d>

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval:
 - a. October 25th Board Meeting Beaty
4. Privilege of the floor Beaty
5. New Business:
 - a. DA Evaluation Recommendations Tittle/Paterson
 - i. 360 evaluation surveys to be distributed by HR Committee in early December
 - ii. Survey Monkey used for surveys
 - iii. Survey results to be shared in closed session as part of board evaluation in December
 - b. DA Contract
 - i. Review of current agreement by County of Sonoma legal services with recommendations for future agreement as appropriate
6. Old Business: Beaty
 - a. Resolution #278: This resolution is required by the State of California to continue meeting remotely pursuant to legislation AB361
7. 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. New PIO for CLSD
 - d. Ad Hoc HR/Personnel Committee Crowl
 - i. Policies and Procedure Manual
8. Other:
 - a. Ambulance run data/CLSD Activity Crowl
 - b. Captain's Report and DA's Report Golly/Ottolini/Crowl
9. Shout out: Open
10. **NEXT BOD MEETINGS:**
December 20th, 2021
January 24th, 2022
11. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
4:00 PM, October 25th, 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: Paterson, Schwartz. Also present: District Administrator Dave Crawl, Captain Bronwyn Golly, Captain Chris Ottolini, Bookkeeper Clara Frost. Directors André and Bower were absent.

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

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

Privilege of the Floor: none.

Old Business: Resolution #277 required by the State of California to continue meeting remotely pursuant to legislation signed by Governor Newsome 9/20/2021 (AB361) Director Schwartz moved to adopt the Resolution as written, seconded by Director Tilles. Resolution passed with 5 ayes and 2 absent votes.

Reports:

- a. RCMS updates: Financials are strong with increasing UC visits. Continued provider search for both UC and primary care.
- b. Finance: YTD
 - i. Ambulance Revenue – Wittman YTD: Net payments total for September 2021 was \$44,700 with A/R of \$520,027.
 - ii. Expenses – Expenses remain within budgeted range.
- c. Communication Committee:
 - i. Continuing to expand CLSD's social media presence.
- d. Ad Hoc HR/Personnel Committee:
 - i. DA Job Description and evaluation tools presented to the BOD.
 - ii. Employee Manual was presented to the BOD. President Beaty requested more time to review. All Directors will review the manual and submit additions and edits to the DA prior to next BOD Meeting.

Other:

- a. Ambulance run data and CLSD Activity was presented to board see packet for graphs.
- b. Operation and Training Captain presented their reports see packet for reports.
- c. Crew Thanksgiving dinner was talked about and Directors volunteered to bring food for on-duty crew.

Shout out: Shout out to Director Tittle for her work. A vintage girl scout badge was presented by Director Paterson. Marcus Bond was recognized for his service to CLSD and well wishes were expressed as he moves his career to medical school.

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

- November 22nd
- December 20th
- January 24th

Adjournment: Adjourned at 5:28 PM

Minutes Approved:

(Date)

RESOLUTION NO. 278

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 DECEMBER 1, 2021 THROUGH JANUARY 1, 2022, 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: November 22, 2021

Geoffrey A. Beaty, President
CLSD Board of Directors

ATTEST

Dave Crawl
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													
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
OCT'21	65	\$ 243,640	\$ 110,530	\$ 42,067	\$ 3,281	\$ 87,761	\$ 70,382	\$ -	\$ 70,382	\$ -	\$ -	\$ 7	\$ 537,413

<i>OCT' 20</i>	58	\$ 253,498	\$ 99,962	\$ 39,992	\$ 2,269	\$ 111,276	\$ 70,665	\$ -	\$ 70,665	\$ -	\$ -	\$ -	\$ 503,459
----------------	----	------------	-----------	-----------	----------	------------	-----------	------	-----------	------	------	------	------------

FY To Date	274	\$ 1,073,939	\$ 487,272	\$ 204,988	\$ 23,550	\$ 358,128	\$ 268,387	\$ 12,090	\$ 256,297	\$ 82,794	\$ 24,368	\$ 909
Last 12 Months	723	\$ 2,795,625	\$ 1,223,017	\$ 548,325	\$ 84,946	\$ 939,337	\$ 758,761	\$ 24,045	\$ 734,715	\$ 122,912	\$ 48,933	\$ 1,177

Monthly Average FY To Date	69	\$ 268,485	\$ 121,818	\$ 51,247	\$ 5,887	\$ 89,532	\$ 67,097	\$ 3,022	\$ 64,074	\$ 20,698	\$ 6,092	\$ 227
Monthly Average Last 12 Months	60	\$ 232,969	\$ 101,918	\$ 45,694	\$ 7,079	\$ 78,278	\$ 63,230	\$ 2,004	\$ 61,226	\$ 10,243	\$ 4,078	\$ 98

AGING 335 (330 Sep)							
Month	Current (65)	31-60 (45)	61-90 (42)	91-120 (21)	121-180 (73)	180+ (95)	Balance
OCT	\$ 117,903	\$ 70,468	\$ 62,775	\$ 28,101	\$ 101,156	\$ 157,010	\$ 537,413

CMS TRANSPORTS ON -HOLD	
TOTAL	\$ 2,493.06

OCT 5 CLAIMS (2 IN FY20 & 3 FY21)

Coast Life Support District Profit & Loss Budget Overview FY22 July through October 2021

	Jul - Oct 21	Budget	\$ Over Bud...	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes	403,161.64	403,161.64	0.00	100.0%
4002 · Sonoma County Taxes	305,008.36	305,008.36	0.00	100.0%
Total 4000 · CLSD Special Taxes	708,170.00	708,170.00	0.00	100.0%
4100 · Interest Revenue	0.00	0.00	0.00	0.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	320,771.69	264,122.00	56,649.69	121.4%
Total 4200 · Ambulance Revenue	320,771.69	264,122.00	56,649.69	121.4% ¹
4400 · Miscellaneous Revenue	5,750.54	6,666.64	-916.10	86.3%
4410 · Intergovermntl Transport(IGT)	83,333.28	83,333.28	0.00	100.0%
4500G · Training Grant Revenue	54,494.08	66,666.64	-12,172.56	81.7%
Total Revenue	1,172,519.59	1,128,958.56	43,561.03	103.9%
Expense				
5000 · Wages and Benefits	616,392.71	618,941.00	-2,548.29	99.6%
5000G · Wages & Benefits-Training Grant	53,523.65	59,953.36	-6,429.71	89.3%
6000 · Ambulance Operations	62,228.39	58,307.28	3,921.11	106.7%
6000G · Training Grant Operations				
6100G · T.Grant Station/Equipment/Train	970.43	9,633.28	-8,662.85	10.1%
Total 6000G · Training Grant Operations	970.43	9,633.28	-8,662.85	10.1%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	63,244.93	68,550.00	-5,305.07	92.3%
6700G · Overhead/Administration-T.Grant	214.62	833.36	-618.74	25.8%
6971 · IGT	58,377.67	0.00	58,377.67	100.0%
7000 · Urgent Care	277,332.64	277,332.64	0.00	100.0%
8000 · Interest Expense	0.00	266.64	-266.64	0.0%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	35,138.36	35,138.36	0.00	100.0%
Total Expense	1,167,423.40	1,128,955.92	38,467.48	103.4%
Net Ordinary Income	5,096.19	2.64	5,093.55	193,037.5%
Net Income	5,096.19	2.64	5,093.55	193,037.5%

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

2. Training grant FY22 income/expenses as expected and within budget

3. Training Grant expenses are as expected for the new FY21/22 grant.

4. IGT- Wire tranfer (IN Oct.) Admin Fee and Employer Match for FY20/21 Q1 &Q2.

CLSD RUN DATA for the PRECEEDING 12 MONTHS

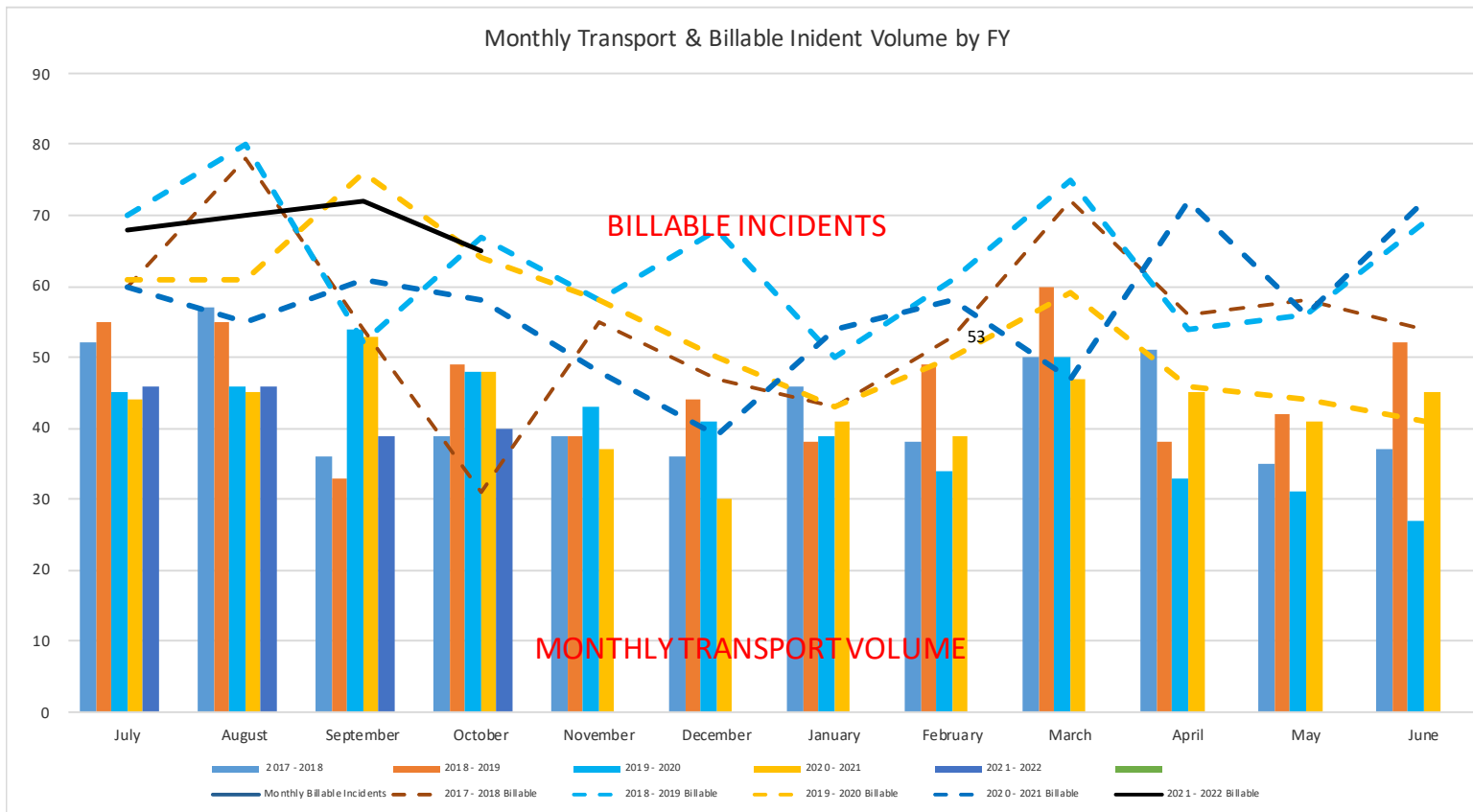
ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

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
Oct '21	80	84	67	63	52	15	60	47	55	68	25	16	40	48	8	9	12	22	19	11	8	13	21		3	
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				
TOTAL	956	867	731	638	580	132	554	467	698	258	257	64	496	491	77	80	180	174	223	160	82	115	131	0	7	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	40								

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	65								



Operations Captain Report 11-2021

Injuries –no change

- Currently 3 employees out with injuries

New Ambulance

- So close. Delays in getting it branded and radios connected. New in service date of after Thanksgiving.

Other

- 2011 and 2015 sent to Mercedes/Sprinter for emissions warranty work.
- Increased vehicles expenses due to mechanical issues with the Chevy and Ford ambulances.
- Assisted with COVID-19 vaccine clinics.
- Managed all scheduling for the ambulance, maintaining service response at two fully staffed ALS ambulances 24/7
- Set CLSD up to be able to do in house COVID-19 testing as needed, meeting local and state requirements.

Training Captain's Report 11-2021

- EMR class update
- PAA update
- CLSD Employee Compliance update
- Training Coordinator update
- Training Instructor Pool update
- General Grant/Training update
 - Tech improvements
 - MCI drill

District Administrator Notes
November/2021

- Continued 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 Q2. Q4 payment scheduled January 1.
- Awaiting applied for Covid Funding through the California Special District Association. 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.
- Attended a webinar outlining management of Special Districts in California.
- The 2005 Ford Crestline ambulance was placed in service at the Timber Cove station. 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.