

# Finance Committee AGENDA

## Wednesday, November 16, 2022 at 9:00 AM CLSD Headquarters, 38901 Ocean Drive, Gualala, CA

Meeting Link: https://clsd.my.webex.com/clsd.my/j.php?MTID=m77256290f26e997cdc3b5e0a840e7085

1.	Call to Order	Tilles
2.	Agenda Approval	Tilles
3.	Minutes Approval: October 19, 2022 meeting	Tilles
4.	Privilege of the floor	Tilles
5.	Old Business:  • Cal Pers 2022 Audit Recommendation  ○ Review and approval of CLSD holiday pay	Crowl
6.	Ambulance revenue – Wittman (YTD)	Crowl
7.	Expenses Summary	Crowl
8.	Cash Flow	Crowl
9.	Banking review	Crowl
10.	Ambulance transport data YTD	Crowl
11.	Other:  • UC RFP update	Crowl
12.	Shout out	Open to all
13.	Next FC Meetings – Third Wednesdays of the month, 9:00 AM.  • December 21, 2022	

14. Adjournment

January 18, 2023 February 15, 2023



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## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS 4:00 PM, September 26<sup>th</sup>, 2022 Meeting

**Call to Order:** President Beaty called the meeting to order at 4:01 PM at the Bill Platt Training Room. Present were Directors: André, Bower, Paterson, Schwartz & Tilles. Also present: District Administrator Dave Crowl, Captain Bronwyn Golly, Captain Chris Ottolini, Bookkeeper Clara Frost. Community members present: Kevin Evans from GMAC and Leslie Bates from RCMS

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

**Approval of Minutes:** Director Schwartz moved to approve the August 19, 2022 meeting and was seconded by Director Paterson. All ayes.

**Privilege of the Floor:** Mr. Evans requested to hand out a community survey regarding the possibilities of incorporating Gualala area into a city. Mr. Evans also brought some statistics showing potential growth in the real estate market in the area.

### **New Business:**

- a. Defining use of the Bill Platt Center for public entities- The board discussed ranking priority of access to use the training center. A motion was made by Director Tilles stating that the Bill Platt should be designated use by healthcare partners of CLSD. The motion was tabled to the next BOD meeting for vote as per CSDA rules.
- b. UC RFP- The RFP will be sent out this week. The CLSD RFP is offering a tax payer subsidy of \$800,000 annually for the provision of urgent medical care in the CLSD district. The current contract is set to end July 2023. Redwood Coast Medical Center (RCMS) is the current provider of service to the community.

## Old Business:

a. Resolution #291: Use of remote meetings during the pandemic. Director Schwartz motioned to approve, seconded by Director André, all ayes

### Reports:

- a. FY23 BOD Goals Update: Director Paterson led discussion asking to reestablish responsibilities regarding the Board goals. Director André was placed as lead in communications goals regarding rebranding, Director Bower was placed as lead regarding public information technology, Director Beatty was placed as lead regarding public health updates and Director Tittle, in absence, was recommended to lead the potential CLSD open house.
- **b.** RCMS update: Revenue with primary care is down due to provider shortage while urgent care visits are up. This uptick in urgent care reflects the need to move patient contacts around from primary care.
- c. President Beaty brought up some difficulties with the potential Community Paramedic program. Coastal Valleys EMS Authority has said they will not oversee the provision of Community Paramedic protocals for the program. Research is needed if CLSD can provide this service as a "healthcare entity" similar to hospital paramedics. This would require potential legality and liability issues. Captain Ottolini stated this isn't us going to war with Coastal Valleys EMS Authority but CLSD finding ways to secure the future of this program.

- d. Finance: YTD
  - i. Ambulance Revenue Wittman YTD: Net payments total for August 2022 was \$57,193 with A/R of \$387,846. The downtick in revenue was advised by DA Crowl to reflect the low call volume in June.
  - ii. Expenses Expenses remain within budgeted range. See pg 7 for notes.
- e. Ambulance run data/CLSD Activity- August had 62 billable incidents and 32 transports. See pg 10-12
- f. Captain and DA Report- see pg 13-14

**Shout out:** EMT and CPR Instructor Goldie Pounds was given a shout out for her unflagging dedication to CLSD's community programs.

**Next Meeting:** the 4<sup>th</sup> Monday of the month at 4 PM

- October 24<sup>th</sup>
- November 28<sup>nd</sup>
- December 19<sup>th</sup>

Adjournment: Adjourned at 5:40 PM

Minutes Approved:		
(Date		

## CLSD AMBULANCE REVENUE

	A	1	В	C	D	${f E}$	F	$\mathbf{G}$	Н	I	J	K	L	M
	BILLABLE INCIDENTS	СНА	RGES	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
FY22														\$ 444,753
NOV'21	56	\$	181,297	\$ 97,158	\$ 33,526	\$ 7,258	\$ 43,354	\$ 114,155	\$ -	\$ 114,155	\$ 45,231	\$ 2,510	\$ 85	\$ 418,955
DEC'21	54	\$	277,301	\$ 116,218	\$ 46,589	\$ 1,033	\$ 113,462	\$ 66,081	\$ 3,892	\$ 62,189	\$ -	\$ -	\$ -	\$ 470,277
JAN'22	40	\$	130,757	\$ 62,036	\$ 35,404	\$ 6,208	\$ 27,109	\$ 46,379	\$ 9,601	\$ 36,778	\$ -	\$ 945	\$ -	\$ 459,613
FEB'22	38	\$	169,002	\$ 50,014	\$ 37,976	\$ 1,466	\$ 79,546	\$ 56,555	\$ 5,703	\$ 50,852	\$ -	\$ -	\$ 50	\$ 488,807
MAR'22	68	\$	278,856	\$ 141,788	\$ 47,457	\$ 5,436	\$ 84,175	\$ 78,408	\$ 1,266	\$ 77,142	\$ 45,804	\$ 0	\$ 74	\$ 450,110
APR'22	57	\$	212,767	\$ 116,563	\$ 41,492	\$ 826	\$ 53,885	\$ 70,745	\$ 561	\$ 70,185	\$ -	\$ -	\$ -	\$ 433,811
MAY'22	77	\$	271,373	\$ 105,853	\$ 44,429	\$ 12,080	\$ 109,011	\$ 66,939	\$ 3,091	\$ 63,847	\$ -	\$ 6,705	\$ 15	\$ 472,285
JUN'22	45	\$	165,192	\$ 78,867	\$ 19,828	\$ 864	\$ 65,634	\$ 91,875	\$ -	\$ 91,875	\$ -	\$ 1,537	\$ 246	\$ 444,753
FY23	•													
JUL'22	54	\$	187,272	\$ 45,127	\$ 69,096	\$ 1,407	\$ 71,642	\$ 78,972	\$ -	\$ 78,972	\$ 47,333	\$ 1,395	\$ -	\$ 388,695
AUG'22	62	\$	220,864	\$ 110,760	\$ 51,756	\$ 2,004	\$ 56,344	\$ 57,193	\$ -	\$ 57,193	\$ -	\$ -	\$ -	\$ 387,846
SEPT'22	75	\$	245,461	\$ 87,388	\$ 62,212	\$ 3,999	\$ 91,862			\$ 69,275	\$ -	\$ 0	\$ 5,076	\$ 415,508
OCT'22	52	\$	187,463	\$ 107,759	\$ 24,006	\$ 11,777	\$ 43,921	\$ 61,093	\$ -	\$ 61,093	\$ 50,292	\$ 4,418	\$ 82	\$ 343,710
OCT'21	65	\$	243,640	\$ 110,530	\$ 42,067	\$ 3,281	\$ 87,761	\$ 70,382	\$ -	\$ 70,382	\$ -	\$ -	\$ 7	\$ 537,413
														_
FY To Date	243	\$	841,060	\$ 351,034	\$ 207,070	\$ 19,187	\$ 263,769	\$ 273,162	\$ 6,628	\$ 266,534	\$ 97,625	\$ 5,812	\$ 5,158	
Last 12 Months	678	\$ 2,	,527,605	\$ 1,119,531	\$ 513,771	\$ 54,357	\$ 839,945	\$ 864,300	\$ 30,742	\$ 833,558	\$ 188,660	\$ 17,509	\$ 5,628	
Monthly Average FY To Date	61	\$	280,353	\$ 117,011	\$ 69,023	\$ 6,396	\$ 87,923	\$ 91,054	\$ 2,209	\$ 88,845	\$ 32,542	\$ 1,937	\$ 1,719	
Monthly Average Last 12 Months	57	\$	210,634	\$ 93,294	\$ 42,814	\$ 4,530	\$ 69,995	\$ 72,025	\$ 2,562	\$ 69,463	\$ 15,722	\$ 1,459	\$ 469	
	AGING 239 (280)								1			•		_
Month	Current (52)	21 60	0 (20)	61 00 (38)	01 120 (28)	121 180 (24)	190+ (69)	Rolonco						

	AGING 239 (280)										
Month	Current (52)	31-60 (29)	61-90 (38)	91-120 (28)	121-180 (24)	180+ (68)	Balance				
OCT	\$ 63,738	\$ 61,878	\$ 34,792	\$ 24,750	\$ 42,253	\$ 116,299	\$ 343,710				

CMS TRANPOR	TS (	ON -HOLD		
TOTAL	45	1,427.07	OCT	3 ALL FY23

1:20 AM 11/12/22 **Accrual Basis** 

## **Coast Life Support District** Profit & Loss Budget Overview FY23 July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
inary Revenue/Expense Revenue				
4000 · CLSD Special Taxes	743,578.72	743,578.72	0.00	100.0% 1
4100 · Interest Revenue 4200 · Ambulance Revenue	0.00 211,824.75	0.00 266,666.64	0.00 -54,841.89	0.0% 79.4% <sup>2</sup>
4400 · Miscellaneous Revenue	7,034.97	6,666.68	368.29	105.5%
4410 · Intergovermntl Transport(IGT) 4420 · Ground Emerg Med Transport	83,333.36 0.00	83,333.36 0.00	0.00 0.00	100.0% 3 0.0%
4500G · Training Grant Revenue	24,538.30	66,666.64	-42,128.34	36.8%
Total Revenue	1,070,310.10	1,166,912.04	-96,601.94	91.7%
Expense 5000 · Wages and Benefits	622,649.74	660,441.64	-37,791.90	94.3%
5000TD · Wages & Bene-Training Division	49,399.74	62,960.36	-13,560.62	78.5% <sup>5</sup>
6000 · Ambulance Operations	67,137.25	59,703.30	7,433.95	112.5% 6
6000TD · Training Division Operations	31.00	5,000.00	-4,969.00	0.6%
66000 · Payroll Expenses 6700 · Overhead/Administration	0.00 58,163.85	0.00 62,716.56	0.00 -4,552.71	0.0% 92.7%
6700TD · Overhead/Admin-T.Division 6730TD · Consultants/ T.G. FY22	860.40	833.36	27.04	103.2%
6788TD · Advertising (EMS Classes) T.G. FY22 6790TD · Community Dev/Training-Grant FY22	384.00 820.88			
Total 6700TD · Overhead/Admin-T.Division	2,065.28	833.36	1,231.92	247.8%
6971 · IGT 7000 · Urgent Care	0.00 278,770.28	0.00 278,770.28	0.00 0.00	0.0% 100.0%
8000 · Interest Expense	0.00	266.64	-266.64	0.0%
9000 · Other Expenses 9500 · Depreciation Expense	0.00 35,138.36	0.00 35,138.36	0.00 0.00	0.0% 100.0%
Total Expense	1,113,355.50	1,165,830.50	-52,475.00	95.5%
Net Ordinary Operating Surplus	-43,045.40 8	1,081.54	-44,126.94	

1:20 AM 11/12/22 **Accrual Basis** 

## **Coast Life Support District** Profit & Loss Budget Overview FY22 July through October 2022

1.	Total 4000- CLSD Special Taxes is actual revenue - Recieved recieved 7% Tetter Mendocino Co Tax in Sept shift to FY22
• • • •	• • • • • • • • • • • • • • • • • • • •
2.	NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
• • • •	
3.	4410 represents IGT accrual for FY23
• • • •	
4.	Training Grant FY22 income as expected and within budget. T.G. is from Sept 1, 2021- Aug 31, 2022
	FY22 Training Grant funded in full. JUL-AUG= \$24,538.30 incld. in FY23 Cycle -funded in full.
	FY23 Training Grant (not awarded). Changed name to Training Division to continue to track.
• • • •	• • • • • • • • • • • • • • • • • • • •
5.	Training Grant FY22 is from Sept 1, 2021- Aug 31, 2022
	FY22 Training Grant JUL-AUG= \$24,538.30 incld. in expenses in the FY23 Cycle.
	FY23 Training Grant (not awarded). Changed name to Training Division to continue to track.
• • • •	
6.	6000-Ambulance Operations: unexpected Veh. Repair & Fuel responsible for increase, Redcom showing abt ~\$4,500 more at this time.
• • • •	• • • • • • • • • • • • • • • • • • • •
7.	6700TD- FY22( prior year ) T. Grant has some overlap with FY23. Expense is within Budget.
8. APRVD	FY23 TRAINING GRANT DID NOT GET AWARDED. STILL HAVE THE ANTICAPATED INCOME INCLD AT TIME OF BUDGETING ( PER THE ) FY23 BUDGET)
• • • •	

FY 23 Cash Projection	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct
Bank balance 10/31/2022	420,382	217,190	538,398	966,426	763,234	560,042	200,341	928,058	1,356,086	1,152,894	949,702	746,510
Prop Tax EMS/UC		524,400	631,220				524,400	631,220				
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						
<del>,                                    </del>	217,190	538,398	966,426	763,234	560,042	200,341	928,058	1,356,086	1,152,894	949,702	746,510	543,318
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

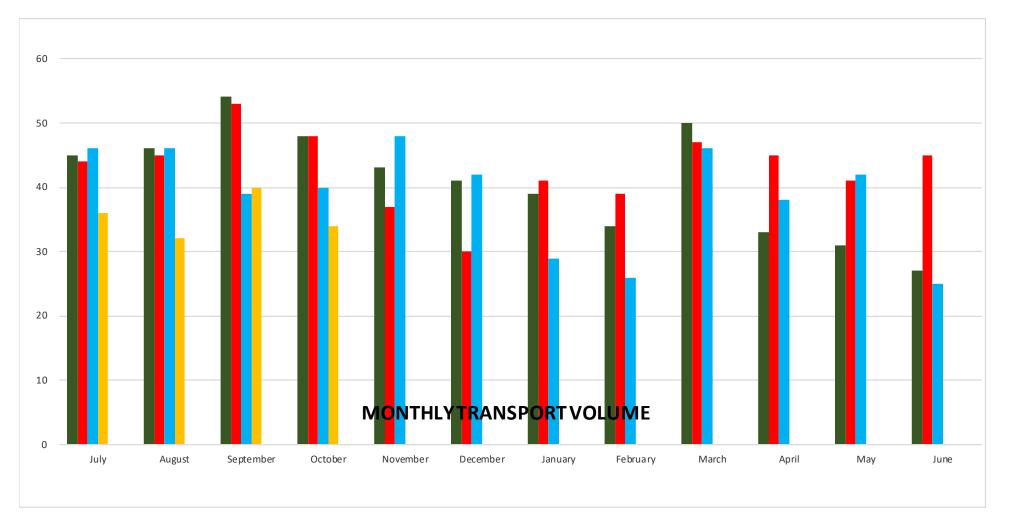
Schwab due

Sonoma County pays in Dec and Apr Mendocino County pays in Jan and May

### **CLSD RUN DATA for the PRECEEDING 12 MONTHS** ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA **INCIDENT PCR** RESIDENT **ALS** LANDING DRY RUN T&R **FROM RCMS AMB UNAVAILABLE** DAYTIME NIGHT TOTAL MONTH MOST CURRENT ON DISPATCHED PATIENT CARE ADVANCED LIFE 9:00 AM TO 9:00 PM TO CANCELLED ON MISSED TOTAL HRS RESIDENT **TRANSPORTS** ALS RESID. CALLS CALLS RECORD SUPPORT 9:00 PM 9:00 AM ROUTE Year Year Prior BOTH CURRENT YEAR Current Current Current Year Prior Current Current Current Current Current Current Oct '22 Sep '22 Aug '22 July '22 June '22 May '22 Apr '22 Mar '22 Feb '22 Jan '22 Dec '21 Nov '21 **TOTAL CALLS** PCR RESIDENT NON RESID ALS AM TO PM PM TO AM TRANSPORTS DRY RUN T&R FROM RCMS AMB UNAVAILABLE

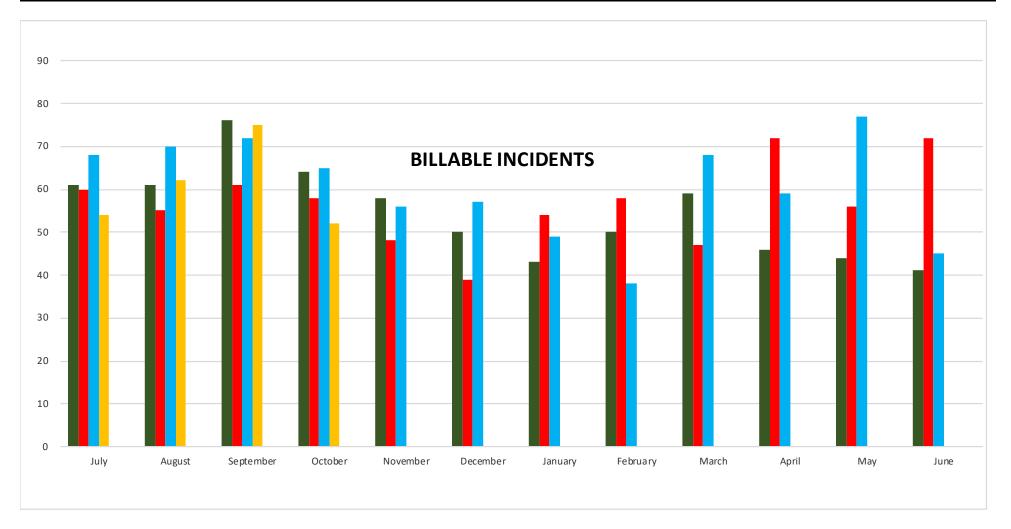
## MONTHLY AMBULANCE TRANSPORT DATA

Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
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	48	42	29	26	46	38	42	25
2022 - 2023	36	32	40	34								



## MONTHLY AMBULANCE DATA

Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2019 - 2020	61	61	76	64	58	50	43	50	59	46	44	41
2020 - 2021	60	55	61	58	48	39	54	58	47	72	56	72
2021 - 2022	68	70	72	65	56	57	49	38	68	59	77	45
2022 - 2023	54	62	75	52								







## Ambulance Run Data CLSD-2\*\*



Response Type Of Service Requested (eResponse.05)	Number of Runs	Percent of Total Runs
911 Response (Scene)	69	93.24%
Interfacility Transport	4	5.41%
Standby	1	1.35%
	Total: 74	Total: 100.00%

## Runs by Dispatch Reason

Runs by Response Request

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Falls	13	17.57%
Unknown Problem/Person Down	_ 11	14.86%
Traffic/Transportation Incident	8	10.81%
Sick Person	7	9.46%
Breathing Problem	6	8.11%
Abdominal Pain/Problems	4	5.41%
Chest Pain (Non-Traumatic)	4	5.41%
Interfacility Transfer	4	5.41%
Traumatic Injury	3	4.05%
Cardiac Arrest/Death	2	2.70%
Convulsions/Seizure	2	2.70%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	2	2.70%
Standby	2	2.70%
Allergic Reaction/Stings	1	1.35%
Back Pain (Non-Traumatic)	-1	1.35%
Choking	1	1.35%
Hemorrhage/Laceration	1	1.35%
Medical Alarm	1	1.35%
Other	1	1.35%
	Total: 74	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	28	37.84%
Against Medical Advice (AMA)	10	13.51%
Canceled on Scene - No Patient Contact	7 9.46	
Released at Scene (RAS)	6	8,11%
Transported to Landing Zone, Care Transferred	6	8.11%
Canceled Enroute - No Patient Contact	5	6.76%
Treated, Transferred Care to Another EMS Unit	4	5.41%
Canceled (Request Transferred to Another Unit)	3	4.05%
Canceled/Dispatch Error (Prior to En Route)	2	2.70%
Field Pronouncement – BLS/ALS	1	1.35%
Field Pronouncement – No Interventions	1	1.35%
Standby - Events, etc.	1	1.35%
	Total: 74	Total: 100.00%

## Runs by Provider Impression

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
	18	24.32%
Pain (G89.1)		14.86%
Traumatic Injury (T14.90)		14.86%
Anxiety / Emotional Upset (F41.9)	4	5.41%
Altered Level of Consciousness (R41.82)	3	4.05%
Cardiac Arrest (146.9)	3	4.05%
No Apparent Illness/Injury (Adult) (Z00.00)	3	4.05%
Weakness (General) (R53.1)	3	4.05%

Situation Provider Primary Impression (eSituation.11)	Number of Runs Per	cent of Total Runs
Abdominal Pain / Problems (R10.84)	2	2.70%
Cold/Flu Symptom (J00)	2	2.70%
Sepsis (A41.9)	2	2.70%
Allergic Reaction (T78.40)	1	1.35%
Chest Pain - Non-cardiac (R07.89)	1	1.35%
Chest Pain - Suspected Cardiac (I20.9)	1	1.35%
Fever (R50.9)	1	1.35%
Medication Related Issue (Non-Overdose) (T50.905)	1	1.35%
Nausea / Vomiting (R11.2)	1	1.35%
Respiratory Distress - Bronchospasm (J98.01)	1	1.35%
Respiratory Distress - Pulmonary Edema / CHF (J81.0)	1	1.35%
Respiratory Distress - Unspecified (J80)	1	1.35%
Seizure - Active (G40.901)	1	1.35%
Seizure - Post (G40.909)	1	1.35%
Syncope/Near Syncope (R55)	1	1.35%
	Total: 74	Total: 100.00%

## Call Volumes by Day and Hour Report

Incident Day Name	Number of Runs	Percent of Total Runs	
Incident Three Hour Range Of Day 24: 00:00	0:00 - 02:59:59		
Friday	1	1.35%	
	Total: 1	Total: 1.35%	
	Avg: 1.00		
Incident Three Hour Range Of Day 24: 03:00		The Comment of the Co	
Sunday	1	1.35%	
Friday	1	1.35%	
	Total: 2	Total: 2.70%	
	Avg: 1.00		
Incident Three Hour Range Of Day 24: 06:00			
Sunday	1_	1.35%	
Tuesday	1	1.35%	
Friday	1	1.35%	
	Total: 3	Total: 4.05%	
	Avg: 1.00		
Incident Three Hour Range Of Day 24: 09:00			
Sunday	2	2.70%	
Monday	2	2.70%	
Tuesday	3	4.05%	
Thursday	3	4.05%	
Friday	1	1.35%	
Saturday	3	4.05%	
	Total: 14	Total: 18.92%	
	Avg: 2.33		
Incident Three Hour Range Of Day 24: 12:00			
Sunday	2	2.70%	
Monday	31	1.35%	
Tuesday	2	2.70%	
Wednesday	4	5.41%	
Thursday	30	1.35%	
Friday	2	2.70%	
Saturday	3	4.05%	
	Total: 15	Total: 20.27%	
	Avg: 2.14		
Incident Three Hour Range Of Day 24: 15:00	0:00 - 17:59:59		
Sunday	1	1.35%	
Monday	5	6.76%	

Incident Day Name	Number of Runs	Percent of Total Runs
Tuesday	1	1.35%
Wednesday	2	2.70%
Thursday	1	1.35%
Friday	5	6.76%
Saturday	3	1.35%
	Total: 16	Total: 21.62%
	Avg: 2.29	
Incident Three Hour Range Of Day 24: 18:00:00	- 20:59:59	
Sunday	4	5.41%
Monday	5	6.76%
Tuesday	3	4.05%
Wednesday	1	1.35%
Friday	1	1.35%
Saturday	2	2.70%
	Total: 16	Total: 21.62%
	Avg: 2.67	
Incident Three Hour Range Of Day 24: 21:00:00	- 23:59:59	
Sunday	2	2.70%
Monday	2	2.70%
Thursday	1	1.35%
Saturday	2	2.70%
	Total: 7	Total: 9.46%
	Avg: 1.75	
	Total: 74	Total: 100.00%
	Avg: 2.06	

Report Criteria

Agency Name (Dagency, 03): Is In Coast Life Support District Ambulance
Incident Date: Is Between 10/1/2022 and 10/31/2022

DAY CALLS (0900-2100) 61, NIGHT CALLS (2100-0900) 13
DI MIZZ DISPATCHED 15 TIMES (Z3 in September)
TI T. T

- [] TOTAL HOURS UNCOVERED 15.72 (20.35 in September)
- MISSED CALLS \_\_\_\_
- M122 DOWNSTATEED TO BIZI FOR APPROX 33 HOURS OVE TO STATEING ISSUES (INJURY/COVIS)
- M124 MSTAFFED FOR 1 CALL
- 13 B121 STAFFED FOR 2 VACCINE CLINICS