



Finance Committee

AGENDA

Wednesday, December 21, 2022 at 9:00 AM

CLSD Headquarters, 38901 Ocean Drive, Gualala, CA

Meeting Link: <https://clsd.my.webex.com/clsd.my/j.php?MTID=m54d52219744ef7bc1fca3f391a2f63f3>

- | | | |
|-----|--|-------------|
| 1. | Call to Order | Tilles |
| 2. | Agenda Approval | Tilles |
| 3. | Minutes Approval: November 16, 2022 meeting | Tilles |
| 4. | Privilege of the floor | Tilles |
| 5. | Old Business: | |
| | • Authorization for replacement checking account | 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: | |
| | • Charles Schwaab | Crowl |
| 12. | Shout out | Open to all |
| 13. | Next FC Meetings – Third Wednesdays of the month, 9:00 AM. | |
| | • January 18, 2023 | |
| | • February 15, 2023 | |
| 14. | Adjournment | |



PO Box 1056 • Gualala, California
95445 www.clsd.ca.gov

Finance Committee

Minutes of Meeting Nov. 16th, 2022, at 9:00 am - Bill Platt Training Center

This meeting conducted by teleconference and in person.

1. **Call to Order:** The meeting called to order at 9:00 am by Treasurer Michael Tilles. Also present: Director Naomi Schwartz, Director Beaty, DA David Crawl, Captain Chris Ottolini, and Bookkeeper Robin Dills.
2. **Agenda Approval:** Director Beaty moved to adopt the agenda, seconded by Director Schwartz. All ayes.
3. **Meeting Minutes Approval:** Director Beaty moved to approve the Nov 16th, 2022; Director Schwartz seconded meeting minutes. All ayes.
4. **Privilege of the floor:** none
5. **Old Business**
 - a. **Cal Pers 2022 Audit Recommendation**
 - The annual Cal Pers audit was conducted in September and October 2022. The audit pertained to holiday pay. CLSD was found to be in compliance of Cal Pers practices with regards to holiday pay, documentation and reporting. However, a recommendation was made to review CLSD holiday pay practices and formalize in the policy and procedure manual. CLSD holiday pay was summarized as a holiday bonus program where shift employees get paid a bonus for working the holiday. Director Schwartz expressed concern if this was normal practice in State of California. DA Crawl stated that accepted practice is traditional time and half for holiday pay. Director Beaty recommended that this issue be brought to the full BOD at the November meeting.
6. **Ambulance Revenue-** Net payments for Sept 2022 totaled \$61,093 with A/R of \$343,710 which was over \$200,000 less than last year at this time.
7. **Expenses YTD:** Reviewed and found to be wrong numbers in the Ambulance Revenue section. P&L was rejected as written and will be corrected for BOD meeting in November.
8. **Cash Flow:** Reviewed.
9. **Banking review:** Reviewed

10. Ambulance Transport data October 52 billable incidents with 34 transports. CLSD's ambulance revenue is above the anticipated monthly average of \$65K coming in at ~\$70k in October. District had ~16 hrs. uncovered with 0 calls missed.

11. Other:

- UC RFP update: Discussed that one statement of interest was received. Moving forward with timeline. Proposal submission deadline is December 30, 2022.
- Director Schwartz questioned if there was a need for CLSD to form an Executive Committee. Director Schwartz stated that the Executive Committee would be comprised of the President, Secretary and Treasurer of CLSD. Director Tilles was hesitant to bring to BOD meeting due to possible "resentment of powers" that the finance committee currently holds. Director Beaty said it does make sense to have such a committee but that it works well as is and is reluctant to fix something that is not broken. Director Tilles stated he did not think such a committee is needed at this time. Director Schwartz stated she was glad to have the discussion and would table the idea until a clear need was presented.

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

- December 21st, 2022. January 18th, 2023



Adjournment: at 10:05 AM, Director Beaty made a motion to adjourn and seconded by Director Schwartz. All ayes.

Minutes approved:

_____ (Date) _____ Noami Schwartz, Treasurer

CLSD RUN DATA for the PRECEEDING 12 MONTHS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

MONTH MOST CURRENT ON TOP	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
Nov '22	54	85	42	66	33	9	38	56	37	66	17	19	26	42	4	4	7	12	11	20	5	10	10	11	0	0
Oct '22	74	80	52	67	43	9	48	60	61	55	13	25	28	40	6	8	7	12	18	19	4	8	16	21	0	3
Sep '22	94	92	75	72	56	19	60	58	79	62	15	30	36	39	4	3	14	8	32	29	10	7	20	33	1	1
Aug '22	92	106	62	70	40	22	58	62	73	74	19	32	32	46	9	6	14	17	19	23	11	10	10	26	0	2
July '22	81	93	54	68	34	20	50	45	51	63	30	16	36	46	6	4	6	13	22	17	7	4	9	19	1	0
June '22	65	91	45	74	28	17	41	56	44	67	21	24	25	45	6	8	6	14	15	20	7	11	12	32	0	0
May '22	99	74	77	56	64	13	72	31	69	57	30	16	42	41	9	10	17	17	27	15	6	6	24		2	
Apr '22	88	88	65	72	54	11	44	37	68	67	20	21	39	45	6	18	19	18	21	27	6	10	14		0	
Mar '22	88	61	68	47	58	10	64	47	63	43	25	18	46	47	7	6	7	14	15	15	4	14	19		0	
Feb '22	55	80	38	59	36	2	36	49	38	55	17	25	26	39	8	5	8	18	14	20	5	5	6		0	
Jan '22	57	67	49	54	44	5	46	41	39	64	18	3	29	41	4	7	5	17	20	13	3	8	12		0	1
Dec '21	66	60	57	43	50	7	53	30	50	43	16	17	42	30	2	5	7	18	10	13	6	5	25		1	
TOTAL	913	977	684	748	540	144	610	572	672	716	241	246	407	501	71	84	117	178	224	231	74	98	177	142	5	7
	CALLS		PCR		RESIDENT	NON RESID.	ALS		AM TO PM		PM TO AM		TRANSPORTS		LZ		DRY RUN		T&R		FROM RCMS		AMB UNAVAILABLE			

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12/13/22

Accrual Basis

Coast Life Support District

Profit & Loss Budget Overview FY23

July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes	529,210.88	529,210.88	0.00	100.0%
4002 · Sonoma County Taxes	400,262.50	400,262.50	0.00	100.0%
Total 4000 · CLSD Special Taxes	929,473.38	929,473.38	0.00	100.0% 1
4100 · Interest Revenue	0.00	0.00	0.00	0.0%
4200 · Ambulance Revenue	308,234.47	333,333.31	-25,098.84	92.5%
4400 · Miscellaneous Revenue	9,864.97	8,333.35	1,531.62	118.4%
4410 · Intergovernmental Transport(IGT)	104,166.69	104,166.69	0.00	100.0%
4500G · Training Grant Revenue	24,538.30	83,333.31	-58,795.01	29.4%
Total Revenue	1,376,277.81	1,458,640.04	-82,362.23	94.4%
Expense				
Uncategorized Expense	860.00			
5000 · Wages and Benefits	778,102.48	825,552.06	-47,449.58	94.3%
5000TD · Wages & Bene-Training Division	63,176.32	78,700.44	-15,524.12	80.3%
6000 · Ambulance Operations	86,643.19	74,613.45	12,029.74	116.1%
6000TD · Training Division Operations	31.00	6,250.00	-6,219.00	0.5%
6700 · Overhead/Administration	70,500.76	78,395.74	-7,894.98	89.9%
6700TD · Overhead/Admin-T.Division	2,453.34	1,041.69	1,411.65	235.5%
7000 · Urgent Care	348,462.86	348,462.87	-0.01	100.0%
8000 · Interest Expense	0.00	333.31	-333.31	0.0%
9500 · Depreciation Expense	43,922.94	43,922.94	0.00	100.0%
Total Expense Net	1,394,152.89	1,457,272.50	-63,119.61	95.7%
Ordinary Operating Surplus	-17,875.08	1,367.54	-19,242.62	

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12/13/22

Accrual Basis

Coast Life Support District
Profit & Loss Budget Overview FY22
July through November 2022

1. Total 4000- CLSD Special Taxes
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 represented in FY23 Cycle funded in full.
FY23 Training Grant (not awarded). Changed name to Training Division to continue to track.
5. Training Grant FY22 iis from Sept 1, 2021- Aug 31, 2022
FY22 Training Grant JUL-AUG= \$24,538.30 represented 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, as well as,
REDCOM FEE SHOWING ABT ~\$4500K MORE at this time.
7. 6700TB- FY22(prior year) T. Grant has some overlape with FY23. Expense is within Budget.

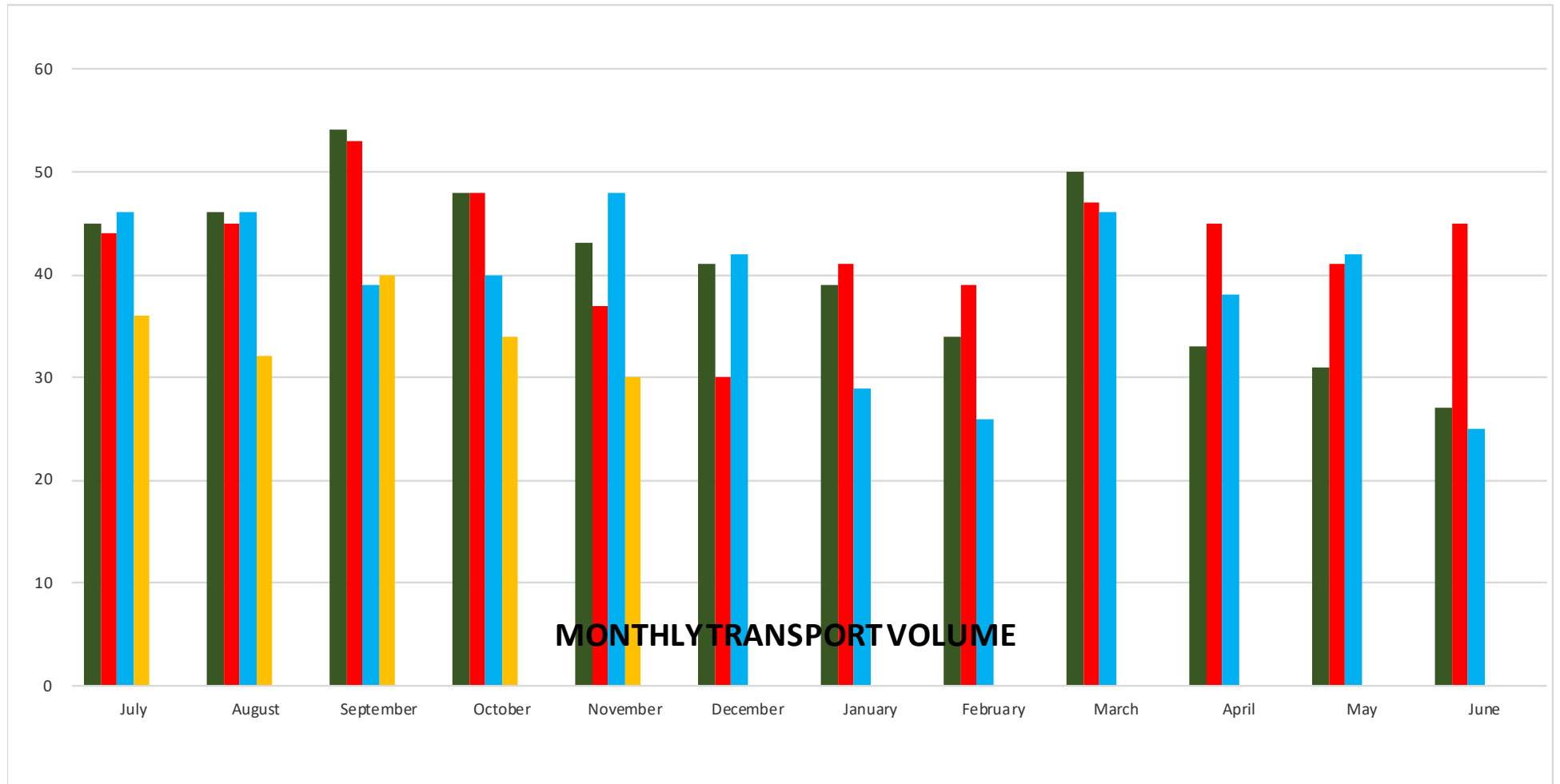
FY 23 Cash Projection	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov
Bank balance 11/31/2022	183,965	505,173	933,201	730,009	370,308	573,625	894,833	1,322,861	1,119,669	916,477	713,285	510,093
Prop Tax EMS/UC	524,400	631,220				524,400	631,220					
GEMT or GEMT-QAF					406,509							
IGT					65,000	65,000	65,000	65,000	65,000	65,000	65,000	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								
	505,173	933,201	730,009	370,308	573,625	894,833	1,322,861	1,119,669	916,477	713,285	510,093	306,901
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 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
FY22													\$ 444,753
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	\$ 75,904	\$ 6,628	\$ 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
NOV'22	42	\$ 161,993	\$ 66,145	\$ 37,882	\$ 500	\$ 57,466	\$ 61,302	\$ 1,214	\$ 60,089	\$ -	\$ -	\$ -	\$ 341,087
NOV'21	56	\$ 181,297	\$ 97,158	\$ 33,526	\$ 7,258	\$ 43,354	\$ 114,155	\$ -	\$ 114,155	\$ 45,231	\$ 2,510	\$ 85	\$ 537,413
FY To Date	285	\$ 1,003,053	\$ 417,179	\$ 244,952	\$ 19,687	\$ 321,235	\$ 334,464	\$ 7,842	\$ 326,622	\$ 97,625	\$ 5,812	\$ 5,158	
Last 12 Months	664	\$ 2,508,301	\$ 1,088,518	\$ 518,127	\$ 47,599	\$ 854,057	\$ 811,447	\$ 31,956	\$ 779,491	\$ 143,429	\$ 14,999	\$ 5,544	
Monthly Average FY To Date	57	\$ 200,611	\$ 83,436	\$ 48,990	\$ 3,937	\$ 64,247	\$ 66,893	\$ 1,568	\$ 65,324	\$ 19,525	\$ 1,162	\$ 1,032	
Monthly Average Last 12 Months	55	\$ 209,025	\$ 90,710	\$ 43,177	\$ 3,967	\$ 71,171	\$ 67,621	\$ 2,663	\$ 64,958	\$ 11,952	\$ 1,250	\$ 462	
AGING (239)													
Month	Current (42)	31-60 (33)	61-90 (38)	91-120 (28)	121-180 (24)	180+ (74)	Balance						
NOV	\$ 60,861	\$ 27,275	\$ 40,203	\$ 31,899	\$ 31,899	\$ 150,376	\$ 341,087						
CMS TRANSPORTS ON -													
TOTAL	\$ 445.35	NOV	1 FY22										

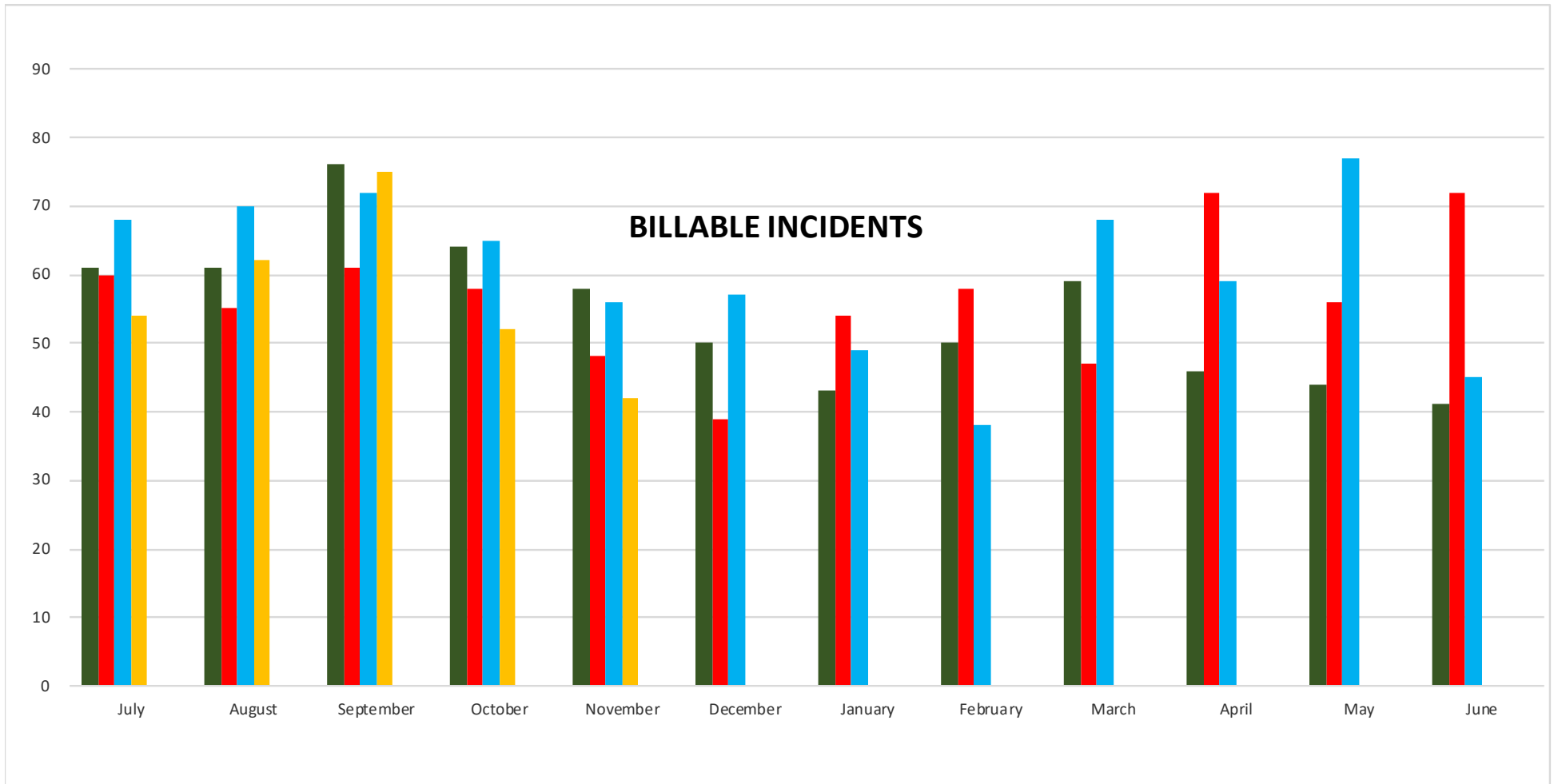
MONTHLY AMBULANCE TRANSPORT DATA

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	30							



MONTHLY AMBULANCE DATA

Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
<i>2019 - 2020</i>	61	61	76	64	58	50	43	50	59	46	44	41
<i>2020 - 2021</i>	60	55	61	58	48	39	54	58	47	72	56	72
<i>2021 - 2022</i>	68	70	72	65	56	57	49	38	68	59	77	45
<i>2022 - 2023</i>	54	62	75	52	42							



Runs by Response Request

Response Type Of Service Requested (eResponse.05)	Number of Runs	Percent of Total Runs
911 Response (Scene)	54	91.53%
Interfacility Transport	5	8.47%
Total: 59		Total: 100.00%

Runs by Dispatch Reason

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Falls	9	15.25%
Sick Person	8	13.56%
Traffic/Transportation Incident	7	11.86%
Chest Pain (Non-Traumatic)	5	8.47%
Interfacility Transfer	5	8.47%
Unconscious/Fainting/Near-Fainting	5	8.47%
Breathing Problem	3	5.08%
Unknown Problem/Person Down	3	5.08%
Allergic Reaction/Stings	2	3.39%
Cardiac Arrest/Death	2	3.39%
Fire	2	3.39%
Medical Alarm	2	3.39%
Overdose/Poisoning/Ingestion	2	3.39%
Assault	1	1.69%
Hemorrhage/Laceration	1	1.69%
Standby	1	1.69%
Stroke/CVA	1	1.69%
Total: 59		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	26	44.07%
Against Medical Advice (AMA)	10	16.95%
Canceled Enroute - No Patient Contact	7	11.86%
Canceled on Scene - No Patient Contact	6	10.17%
Transported to Landing Zone, Care Transferred	4	6.78%
Canceled/Dispatch Error (Prior to En Route)	2	3.39%
Treated, Transferred Care to Another EMS Unit	2	3.39%
Field Pronouncement – No Interventions	1	1.69%
Released at Scene (RAS)	1	1.69%
Total: 59		Total: 100.00%

Runs by Provider Impression

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
	15	25.42%
Traumatic Injury (T14.90)	6	10.17%
Pain (G89.1)	5	8.47%
Chest Pain - Suspected Cardiac (I20.9)	3	5.08%
Nausea / Vomiting (R11.2)	3	5.08%
Respiratory Distress - Pulmonary Edema / CHF (J81.0)	3	5.08%
Altered Level of Consciousness (R41.82)	2	3.39%
Anxiety / Emotional Upset (F41.9)	2	3.39%
Cardiac Arrest (I46.9)	2	3.39%
Dizziness / Vertigo (R42)	2	3.39%
Overdose / Poisoning / Ingestion (F19)	2	3.39%
Sepsis (A41.9)	2	3.39%
Syncope/Near Syncope (R55)	2	3.39%
Weakness (General) (R53.1)	2	3.39%

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Allergic Reaction (T78.40)	1	1.69%
Behavioral / Psychiatric - Disorder/Issue (F99)	1	1.69%
Chest Pain - Non-cardiac (R07.89)	1	1.69%
Fever (R50.9)	1	1.69%
No Apparent Illness/Injury (Adult) (Z00.00)	1	1.69%
OB / Pregnancy Related Complication (O99)	1	1.69%
Respiratory Distress - Bronchospasm (J98.01)	1	1.69%
Respiratory Distress - Unspecified (J80)	1	1.69%
Total: 59		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: 00:00:00 - 02:59:59		
Sunday	2	3.39%
Wednesday	1	1.69%
Friday	2	3.39%
Total: 5 Avg: 1.67		Total: 8.47%
Incident Three Hour Range Of Day 24: 03:00:00 - 05:59:59		
Sunday	2	3.39%
Monday	2	3.39%
Tuesday	1	1.69%
Friday	2	3.39%
Saturday	1	1.69%
Total: 8 Avg: 1.60		Total: 13.56%
Incident Three Hour Range Of Day 24: 06:00:00 - 08:59:59		
Sunday	4	6.78%
Wednesday	1	1.69%
Thursday	1	1.69%
Friday	1	1.69%
Total: 7 Avg: 1.75		Total: 11.86%
Incident Three Hour Range Of Day 24: 09:00:00 - 11:59:59		
Sunday	3	5.08%
Monday	3	5.08%
Tuesday	2	3.39%
Saturday	1	1.69%
Total: 9 Avg: 2.25		Total: 15.25%
Incident Three Hour Range Of Day 24: 12:00:00 - 14:59:59		
Sunday	2	3.39%
Monday	3	5.08%
Tuesday	1	1.69%
Wednesday	2	3.39%
Saturday	2	3.39%
Total: 10 Avg: 2.00		Total: 16.95%
Incident Three Hour Range Of Day 24: 15:00:00 - 17:59:59		
Monday	1	1.69%
Wednesday	1	1.69%
Thursday	2	3.39%
Friday	1	1.69%
Saturday	2	3.39%
Total: 7 Avg: 1.40		Total: 11.86%

Incident Day Name	Number of Runs	Percent of Total Runs
Incident Three Hour Range Of Day 24: 18:00:00 - 20:59:59		
Sunday	1	1.69%
Tuesday	1	1.69%
Wednesday	1	1.69%
Friday	1	1.69%
Saturday	4	6.78%
	Total: 8	Total: 13.56%
	Avg: 1.60	
Incident Three Hour Range Of Day 24: 21:00:00 - 23:59:59		
Sunday	2	3.39%
Thursday	1	1.69%
Saturday	2	3.39%
	Total: 5	Total: 8.47%
	Avg: 1.67	
	Total: 59	Total: 100.00%
	Avg: 1.74	

Report Criteria

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

Incident Date: Is Between 11/1/2022 and 11/30/2022