

Finance Committee AGENDA

Wednesday, January 18, 2023 at 9:00 AM

CLSD Headquarters, 38901 Ocean Drive, Gualala, CA

 $\textbf{Meeting Link: } \underline{https://clsd.my.webex.com/clsd.my/j.php?MTID=mf293060153fa8404198dac15f80cbf17}$

Tilles

	can to order	Tilles
2.	Agenda Approval	Tilles
3.	Minutes Approval: December 21, 2022 meeting	Tilles
4.	Privilege of the floor	Tilles
5.	Old Business: • GEMT funding request	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: • Storm expenses	Crowl
12.	Shout out	Open to all

- 13. Next FC Meetings Third Wednesdays of the month, 9:00 AM.
 - February 15, 2023
 - March 15, 2023
 - April 19, 2023

Call to Order

1.

14. Adjournment



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

Finance Committee

Minutes of Meeting Dec. 21st, 2022, at 9:00 am - Bill Platt Training Center

This meeting conducted by teleconference and in person.

- 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 Crowl, Captain Chris Ottolini, and Captain Golly.
- **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. Exchange Bank Checking Account
 - DA Crowl briefed the committee about a group of checks and deposits that
 were apparently stolen from an unsecured mail box. A replacement
 checking account must be made for security reasons. Director Tilles made
 a motion to approve the replacement account seconded by Director
 Schwartz; all ayes. A discussion then occurred led by Director Tilles
 regarding the Charles Schwaab investment account.

b. Charles Schwaab Account

- Director Tilles stated that all of the Charles Schwaab investment account is now invested in treasuries. This could yield up to 3% return a year on our reserves.
- **6. Ambulance Revenue** Net payments for November 2022 totaled \$60,089 with A/R of \$341,087.
- 7. Expenses YTD: P&L was reviewed and showed CLSD to be outside of budget by 2% mainly due to low ambulance revenue (call volume) and the training grant completion. A request was made to add a column in the P&L to reflect monthly changes in line items. CLSD Bookkeeping staff will investigate.
- 8. Cash Flow: Reviewed.
- **9. Banking review**: Reviewed. Fraudulent check highlighted and talked about reiterating the need for a new bank account.

10. Ambulance Transport data November had 42 billable incidents with 26 transports. District had ~10 hrs. uncovered with 0 calls missed.

11. Other:

- Charles Schwaab was discussed in old business.
- **12.** Shout out for the crews in dealing with tragic calls that recently occurred.

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

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

Adjournment: at 10:07 AM, Director Beaty made a motion to adjourn and seconded by Director Schwartz. All ayes.

by Director Schwartz. All ayes.	
Minutes approved:	
(Date)	Noami Schwartz, Treasurer





December 30, 2022

David Crowl District Administrator Coast Life Support District PO Box 1056 Gualala, CA 95445

Dear David Crowl:

The Department of Health Care Services (DHCS) has completed its calculation of the following:

- Rating Period CY 2021 (interim) Voluntary Rate Range Program (service period of January 1, 2021 through December 31, 2021) payment transfer amounts for the Intergovernmental Agreement Regarding Transfer of Public Funds (Agreement), No. 21-10194. The executed Agreement is enclosed. As stated in Section 1.3 of the Agreement, the enrollment reconciliations will occur on an ongoing basis as updated enrollment figures become available. Actual enrollment will not be considered final until two years after December 31, 2021.
- 2. Rating Period 2019-20 Voluntary Rate Range Program (service period of July 1, 2019 through December 31, 2020) payment transfer amounts for the Intergovernmental Agreement Regarding Transfer of Public Funds (Agreement), No. 19-96404. The initial payment, which is shown in the enclosed Exhibit 1, was made during the second calendar quarter of 2021. As stated in Section 1.3 of the Agreement, the enrollment reconciliations will occur on an ongoing basis as updated enrollment figures become available. Actual enrollment for the service periods of July 1, 2019 through June 30, 2020, and July 1, 2020 through December 31, 2020 will not be considered final until two years after June 30, 2020 and December 31, 2020, respectively.

Based on the above calculations, and as provided in the above referenced Agreements, DHCS is requesting that Coast Life Support District transfer funds in the amount of **\$245,970** to DHCS by no later than **February 17, 2023**. Exhibit 1 contains the invoice. Please transfer the above Total Amount to the following:

New banking information!

Union Bank 350 California Street San Francisco, CA 94104

For Credit to State of California Account # 0050207021 Routing # 122000496

For Further Credit to: Department of Health Care Services Reference: CY 2021 Voluntary Rate Range Program Invoice

We require Governmental Funding Entity provide a 48-hour advance notice via e-mail prior to wiring any funds over 5 million dollars. As requested by the State Treasurer's Office (STO), all ACH/wires must be transmitted prior to 10:00 a.m. on date of payment. Please note: STO would prefer Automated Clearing House (ACH) payments, instead of wires. Once the Governmental Funding Entity has transferred funds to the specified account above, please email Vivian Beeck at Vivian.Beeck@dhcs.ca.gov; Kou Khang@dhcs.ca.gov; and Michael Ha at Michael.Ha@dhcs.ca.gov with the completed transaction information.

If you have any questions regarding the Intergovernmental Transfer Agreement, please contact Vivian Beeck via email.

Sincerely,

Docusigned by:
Michael Jordan
641B9785907E40F...

January 5, 2023

Michael Jordan Staff Services Manager II Financial Management Section C Capitated Rates Development Division Department of Health Care Services P.O. Box 997413, MS 4413 Sacramento, CA 95899-7413

Enclosures

cc: Bronwyn Golly, Operations Captain Coast Life Support District PO Box 1056 Gualala, CA 95445-1056

> Geoffrey Beaty, BOD President Coast Life Support District PO Box 1056 Gualala, CA 95445

Vivian Beeck
Staff Services Manager I
Financial Management Section C
Capitated Rates Development Division
Department of Health Care Services
P.O. Box 997413, MS 4413
Sacramento, CA 95899-7413

CLSD AMBULANCE REVENUE

_	A		В		C		D		E		F		G		Н		I	J		K	L	M
	BILLABLE INCIDENTS		CHARGES		RE WRITE		AL WRITE DOWNS	CONTR	THER RACTUAL E DOWNS	NE.	T CHARGES	P	AYMENTS	F	REFUNDS	NET	PAYMENTS	D DEBT	-	THER TE OFFS	ADJ	EW A/R
FY22																						\$ 444,753
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
DEC'22	66	\$	299,577	\$	112,355	\$	55,850	\$	14,255	\$	117,117	\$	27,633	\$	-	\$	27,633	\$ 640	\$	1,454	\$ -	\$ 428,477
DEC'21	54	\$	277,301	\$	116,218	\$	46,589	\$	1,033	\$	113,462	\$	66,081	\$	3,892	\$	62,189	\$ -	\$	-	\$ -	\$ 428,477
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FY To Date	351	\$	1,302,631	\$	529,534	\$	300,803	\$	33,942	\$	438,352	\$	362,097	\$	7,842	\$	354,255	\$ 98,264	\$	7,266	\$ 5,158	
Last 12 Months	676	\$	2,530,577	\$	1,084,655	\$	527,388	\$	60,821	\$	857,712	\$	772,998	\$	28,063	\$	744,935	\$ 144,068	\$	16,453	\$ 5,544	
Monthly Average FY To Date	59	\$	217,105	\$	88,256	\$	50,134	\$	5,657	\$	73,059	\$	60,349	\$	1,307	\$	59,042	\$ 16,377	\$	1,211	\$ 860	
Monthly Average Last 12 Months	56	\$	210,881	\$	90,388	\$	43,949	\$	5,068	\$	71,476	\$	64,417	\$	2,339	\$	62,078	\$ 12,006	\$	1,371	\$ 462	
	<u> </u>				AGING 2	68 (2	239)							1								
					1101110 2	100 (2)							1								

AGING 268 (239)								
Month	Current (66)	31-60 (50)	61-90 (17)	91-120 (31)	121-180 (32)	180+ (72)	Balance	
Dec	\$ 127,520	\$ 56,268	\$ 21,871	\$ 36,258	\$ 45,945	\$ 140,616	\$ 428,477	

CMS TRAN	POF	RTS ON -		_
TOTAL	\$	915.56	NOV	1 FY22 & 1FY23

6:31 PM 01/13/23 **Accrual Basis**

Coast Life Support District Profit & Loss Budget Overview FY23 July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue 4000 · CLSD Special Taxes	1,247,150.03	1,115,368.04	131,781.99	111.8%
4100 · Interest Revenue 4200 · Ambulance Revenue	29.09 425,351.38	0.00 399,999.98	29.09 25,351.40	100.0% 106.3% ²
4400 · Miscellaneous Revenue	10,049.97	10,000.02	49.95	100.5%
4410 · Intergovermntl Transport(IGT)	125,000.02	125,000.02	0.00	100.0%
4500G · Training Grant Revenue	24,538.30	99,999.98	-75,461.68	24.5% 4
Total Revenue	1,832,118.79	1,750,368.04	81,750.75	104.7%
Expense				
5000 · Wages and Benefits	975,238.77	990,662.48	-15,423.71	98.4%
5000TD · Wages & Bene-Training Division	82,399.69	94,440.52	-12,040.83	87.3% ⁵
6000 · Ambulance Operations	104,785.67	89,523.60	15,262.07	117.0% 6
6000TD · Training Division Operations	31.00	7,500.00	-7,469.00	0.4%
6700 · Overhead/Administration	80,742.46	94,074.92	-13,332.46	85.8%
6700TD · Overhead/Admin-T.Division	2,670.00	1,250.02	1,419.98	213.6% 7
7000 · Urgent Care	418,155.44	418,155.46	-0.02	100.0%
8000 · Interest Expense	0.00	399.98	-399.98	0.0%
9500 · Depreciation Expense	52,707.52	52,707.52	0.00	100.0%
Total Expense Net	1,718,435.89	1,748,714.50	-30,278.61	98.3%
Ordinary Operating Surplus	113,682.90	1,653.54	112,029.36	

6:31 PM 01/13/23 **Accrual Basis**

Coast Life Support District Profit & Loss Budget Overview FY23 July through December 2022

1.	Total 4000- CLSD Special Taxes - Account 4002 Sonoma Co Tax recieved 7/1/22-12/1/22 (1st Tax Deposit for FY23). \$131,781.99 represents the
	true \$ amount in \$ over Budget column (Sonoma Co accrual have been reversed).
• • • •	
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 reprecented 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 reprecented in expenses in the FY23 Cycle.
	FY23 Training Grant (not awarded). Changed name to Training Division to continue to track.
• • • •	
6.	6000-Ambulance Operations: Veh. Repair & Fuel continue to be responsible for increase, as well as,
	REDCOM FEE SHOWING ABT ~\$5K MORE at this time.
• • • •	• • • • • • • • • • • • • • • • • • • •
7.	6700TD- FY22(prior year) T. Grant has some overlape with FY23. Expense is within Budget.
• • • •	• • • • • • • • • • • • • • • • • • • •

FY 23 Cash Projection	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Bank balance 12/31/2022	535,014	963,042	513,880	810,688	1,131,896	1,559,924	1,356,732	1,153,540	950,348	747,156	543,964	340,772
Prop Tax EMS/UC	631,220			524,400	631,220							556,000
GEMT	CE 000	CE 000	500,000	CE 000	CE 000	CE 000	CE 000	CE 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
GEMT		245,970										
	963,042	513,880	810,688	1,131,896	1,559,924	1,356,732	1,153,540	950,348	747,156	543,964	340,772	693,580
Charles Schwab Invest.	309,698	309,698	309,698	309,698	309,698	309,698	309,698	309,698	309,698	309,698	309,698	309,698

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 LANDING **FROM RCMS INCIDENT PCR RESIDENT ALS TOTAL** DRY RUN T&R **AMB UNAVAILABLE** DAYTIME NIGHT 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. ROUTE CALLS CALLS RECORD SUPPORT 9:00 PM 9:00 AM Year Year Prior BOTH CURRENT YEAR Current Current Current Year Prior Current Current Current Current Current Current Current Dec '22 Nov '22 Oct '22 Sep '22 Aug '22 July '22 June '22 May '22 Apr '22 Mar '22 Feb '22 Jan '22 **TOTAL CALLS** PCR RESIDENT NON RESID ALS AM TO PM PM TO AM TRANSPORTS DRY RUN T&R FROM RCMS AMB UNAVAILABLE

Elite cvemsa

DEC 2011 Runs by Response Request

Ambulance Run Data CLSD-2**



Response Type Of Service Requested (eResponse.05)	Number of Runs	Percent of Total Runs
911 Response (Scene)	78	88.64%
Interfacility Transport	10	11.36%
	Total: 88	Total: 100.00%

Runs by Dispatch Reason

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Falls	19	21.59%
Interfacility Transfer	11	12.50%
Traffic/Transportation Incident	11	12.50%
Stroke/CVA	9	10.23%
Abdominal Pain/Problems	7	7.95%
Sick Person	7	7.95%
Medical Alarm	4	4.55%
Breathing Problem	3	3.41%
Cardiac Arrest/Death	2	2.27%
Chest Pain (Non-Traumatic)	2	2.27%
Other	2	2.27%
Traumatic Injury	2	2.27%
Unconscious/Fainting/Near-Fainting	2	2.27%
Unknown Problem/Person Down	2	2.27%
Convulsions/Seizure	1	1.14%
Diabetic Problem	1	1.14%
Heart Problems/AICD	1	1.14%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	1	1.14%
Overdose/Poisoning/Ingestion	1	1.14%
	Total: 88	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	47	53.41%
Against Medical Advice (AMA)	11	12.50%
Canceled Enroute - No Patient Contact	9	10.23%
Canceled on Scene - No Patient Contact	6	6.82%
Canceled/Dispatch Error (Prior to En Route)	4	4.55%
Released at Scene (RAS)	3	3.41%
Treated, Transferred Care to Another EMS Unit	3	3.41%
Transported to Landing Zone, Care Transferred	2	2.27%
Canceled (Request Transferred to Another Unit)	1	1.14%
Field Pronouncement – No Interventions	1	1.14%
Public/Lift Assist	1	1.14%
	Total: 88	Total: 100.00%

Runs by Provider Impression

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
	20	22.73%
Abdominal Pain / Problems (R10.84)	10	11.36%
Traumatic Injury (T14.90)	9	10.23%
Pain (G89.1)	8	9.09%
Weakness (General) (R53.1)	8	9.09%
Cardiac Dysrhythmia - Tachycardia (R00.0)	4	4.55%
Stroke/CVA (I63.9)	4	4.55%
Cold/Flu Symptom (J00)	2	2.27%
Respiratory Distress - Pulmonary Edema / CHF (J81.0)	2	2.27%
Respiratory Distress - Unspecified (J80)	2	2.27%

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Altered Level of Consciousness (R41.82)	2 1 0	1.14%
Anxiety / Emotional Upset (F41.9)	1	1.14%
Cardiac Arrest (I46.9)	1	1.14%
Chest Pain - Non-cardiac (R07.89)	1	1.14%
Dizziness / Vertigo (R42)	1	1.14%
Environment - Hypothermia/Cold Injury (T68)	1	1.14%
Fever (R50.9)	1	1.14%
G.I. Bleed (K92.2)	(40)	1.14%
Gastrointestinal System Issue (G.I.) (K92.9)	1	1.14%
Genitourinary System Issue (Urinary) (N39.9)	1	1.14%
Headache (R51)	1	1.14%
Hypertension (I10)	1	1.14%
Nausea / Vomiting (R11.2)	1	1.14%
No Apparent Illness/Injury (Adult) (Z00.00)	3.5	1.14%
No Apparent Illness/Injury (Pediatric) (Z00.129)	1	1.14%
Overdose / Poisoning / Ingestion (F19)	1	1.14%
Syncope/Near Syncope (R55)	1	1.14%
TIA (G45.9)	10.5	1.14%
Unconscious (R40.20)	1	1.14%
	Total: 88	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 - 0	2:59:59	
Sunday	2	2.27%
Tuesday	2	2.27%
Friday	1	1.14%
Saturday	1	1.14%
	Total: 6	Total: 6.82%
	Avg: 1.50	
Incident Three Hour Range Of Day 24: 03:00:00 - 0		
Sunday	1	1.14%
Tuesday	1	1.14%
	Total: 2	Total: 2.27%
	Avg: 1.00	
Incident Three Hour Range Of Day 24: 06:00:00 - 0		
Sunday	1	1.14%
Tuesday	1	1.14%
Wednesday	5	5.68%
Saturday	1	1.14%
	Total: 8	Total: 9.09%
	Avg: 2.00	
Incident Three Hour Range Of Day 24: 09:00:00 - 1		
Sunday	1	1.14%
Monday	5	5.68%
Tuesday	1	1.14%
Wednesday	2	2.27%
Thursday	2	2.27%
Saturday	2	2.27%
	Total: 13	Total: 14.77%
	Avg: 2,17	
Incident Three Hour Range Of Day 24: 12:00:00 - 1	4:59:59	
Sunday	2	2.27%
Monday	2	2.27%
Tuesday	3	3.41%
Wednesday	1	1.14%

Incident Day Name	Number of Runs	Percent of Total Runs
Thursday	4	4.55%
Friday	4	4.55%
Saturday	2	2.27%
	Total: 18	Total: 20.45%
	Avg: 2.57	
Incident Three Hour Range Of Day 24: 15:00:00 - 1		
Sunday	1	1.14%
Monday	3	3.41%
Wednesday	2	2.27%
Thursday	3	3.41%
Friday	3	3.41%
Saturday	5	5,68%
	Total: 17	Total: 19.32%
	Avg: 2.83	
Incident Three Hour Range Of Day 24: 18:00:00 - 2	0:59:59	
Sunday	2	2.27%
Monday	2	2,27%
Tuesday	1	1.14%
Thursday	3	3.41%
Friday	2	2.27%
Saturday	4	4.55%
	Total: 14	Total: 15.91%
	Avg: 2.33	
Incident Three Hour Range Of Day 24: 21:00:00 - 2	3:59:59	
Sunday	2	2.27%
Monday	2	2.27%
Tuesday	1	1.14%
Thursday	3	3.41%
Saturday	2	2.27%
	Total: 10	Total: 11.36%
	Avg: 2.00	
	Total: 88	Total: 100.00%
	Avg: 2.20	
Report Criteria		
Agency Name (Dagency.03): Is In Coast Life Support District Ambu	lanca	
Incident Date: Is Between 12/1/2022 and 12/31/202	72	

[] DAY CAUS (0900-2100) 62, NIGHT CAUS (2100-0900) 26	_
M M122 DISPATCHED 17 TIMES	
[] TOTAL HOURS UN COVERED 26.68	
MISSES CALLS	
[] BIZI UPSTAFFED 3 TIMES FOR 3rd CALL IN DISTRICT + FU	R
PINED CIMPRALE/POAR CLASSIC	