



AGENDA
REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS
38901 Ocean Drive, Gualala, CA 95445 – Bill Platt Training Room

>>> **Monday May 22, 2023 – 4:00 PM**<<<

Board meetings will also be available via teleconference.

Meeting Link: <https://clsd.my.webex.com/clsd.my/j.php?MTID=m7c162b28331e8a4069b959e917d745a5>

- | | |
|-------------------------------------|--------|
| 1. Call to Order | Beaty |
| 2. Adoption of the agenda | Beaty |
| 3. Minutes Approval: | |
| a. April 24, 2023 Board Meeting | Beaty |
| 4. Privilege of the floor | Beaty |
| 5. Reports: | |
| a. Open House | Tittle |
| b. CLSD Community Classes | Pounds |
| c. Finance: YTD | Crowl |
| i. Ambulance revenue – Wittman YTD | |
| ii. Expenses | |
| d. Ambulance run data/CLSD Activity | Crowl |
| 6. Other: | |
| a. CLSD elementary school visits | Crowl |
| 7. Shout out: | Open |
| 8. NEXT BOD MEETINGS: | |
| June 26 th , 2023 | |
| July 24 th , 2023 | |
| 9. Adjourn | |



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

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
4:00 PM, April 24th, 2023

Call to Order: President Beaty called the meeting to order at 4:00 PM at the Bill Platt Training Room. Present were Directors: André, Bower, Crosby, Schwartz, Tilles. Director Tittle was absent. Also present: District Administrator Dave Cowl, Captain Bronwyn Golly, Captain Chris Ottolini and community member Leslie Batres.

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

Approval of Minutes: Director Schwartz moved to approve the amended March 27rd, 2022 meeting and was seconded by Director André. All ayes.

Privilege of the Floor: None

Old Business:

- a. Final FY22 Audit- The Finance committee reviewed and findings were minimal. The Finance committee recommends the audit be accepted by the Board. Director Tilles moved to approve the audit report, seconded by Director Schwartz. All ayes.
- b. CLSD Charles Schwab Investments- the CLSD Finance Committee decided to move excess money from the Exchange Bank checking account to the CLSD Charles Schwab investment portfolio. The Charles Schwab account is earning approximately 4% interest. This will mean a more dynamic relationship with moving funds on a yearly basis to cover monthly spending.

New Business: none

Reports:

- a. Open House/School Outreach – Director Bower discussed the communication committee plan for outreach to the elementary schools in the district. We are trying to schedule time with all the elementary schools in our district and are targeting K-8 grade students to participate. A coloring sheet and invite to the CLSD open house will be handed out. After some discussions of timings, the CLSD open house will be scheduled to be on June 10th from noon to 2 o'clock.
- b. RCMS Urgent Care Survey – an urgent care survey of patients was presented by Director Tilles. This survey showed an outstanding rate of 95% patient satisfaction.
- c. Finance: YTD
 - i. Ambulance Revenue – Net payments total for March 2023 was a \$81,444 with A/R of \$510,400.
 - ii. Expenses – Expenses remain within budgeted range with the one underfunded segment of the Training Division. See page 8.
- d. Ambulance run data/CLSD Activity-March had 57 transports and 79 billable incidents. See pg 9-12

- e. Captain goes to Washington- Captain Ottolini reported on his trip to Washington DC for “EMS on the hill” annual meeting. Captain Ottolini was able to present our rural EMS service and met with the California state representatives who cover our area.

Other:

- a. GEMT Update: GEMT funds were transferred into the CLSD checking account. These funds are from calendar year 2021 and were the largest reimbursement CLSD has seen.
- b. Shout Out: Director Tilles and Director André expressed gratitude for Captain Ottolini for representing CLSD so well.
- c. Director Schwartz brought to the BOD’s attention that CLSD used to have a “file of life” program and proposes that it should return to increase CLSD visibility to our residents and assist the EMTs and Paramedics with gathering information during an emergency.

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

- May 22nd, 2023
- June 26th, 2023
- July 24th, 2023

Adjournment: Adjourned at 5:25 PM

Minutes Approved:

_____ (Date) _____

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
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
JAN'23	77	\$ 290,643	\$ 150,154	\$ 27,786	\$ 7,287	\$ 105,415	\$ 72,788	\$ -	\$ 72,788	\$ -	\$ -	\$ -	\$ 461,104
FEB'23	54	\$ 208,294	\$ 109,829	\$ 35,591	\$ 29,063	\$ 33,810	\$ 41,758	\$ -	\$ 41,758	\$ -	\$ 2,500	\$ 0.32	\$ 450,657
MAR'23	79	\$ 322,321	\$ 132,757	\$ 50,713	\$ (2,336)	\$ 141,186	\$ 91,095	\$ 9,652	\$ 81,444	\$ -	\$ -	\$ -	\$ 510,400
APR'23	62	\$ 217,379	\$ 133,512	\$ 35,482	\$ 4,293	\$ 44,093	\$ 56,347	\$ 853	\$ 55,495	\$ 42,440	\$ 1,380	\$ -	\$ 455,179
APR'22	57	\$ 212,767	\$ 116,563	\$ 41,492	\$ 826	\$ 53,885	\$ 70,745	\$ 561	\$ 70,185	\$ -	\$ -	\$ -	\$ 433,811
FY To Date	623	\$ 2,341,268	\$ 1,055,786	\$ 450,375	\$ 72,250	\$ 762,857	\$ 624,086	\$ 18,346	\$ 605,740	\$ 140,704	\$ 11,146	\$ 5,159	
Last 12 Months	745	\$ 2,777,833	\$ 1,240,505	\$ 514,632	\$ 85,194	\$ 937,503	\$ 782,900	\$ 21,437	\$ 761,462	\$ 140,704	\$ 19,387	\$ 5,420	
Monthly Average FY To Date	62	\$ 234,127	\$ 105,579	\$ 45,038	\$ 7,225	\$ 76,286	\$ 62,409	\$ 1,835	\$ 60,574	\$ 14,070	\$ 1,115	\$ 516	
Monthly Average Last 12 Months	62	\$ 231,486	\$ 103,375	\$ 42,886	\$ 7,099	\$ 78,125	\$ 65,242	\$ 1,786	\$ 63,455	\$ 11,725	\$ 1,616	\$ 452	
AGING 255 (289)													
Month	Current (62)	31-60 (44)	61-90 (22)	91-120 (15)	121-180 (33)	180+ (79)	Balance						
APR	\$ 82,805	\$ 94,642	\$ 47,532	\$ 31,853	\$ 65,961	\$ 132,385	\$ 455,179						
CMS TRANSPORTS ON -													
TOTAL	\$ -												

9:08 AM

05/11/23

Accrual Basis

Coast Life Support District

Profit & Loss Budget Overview FY23

July 2022 through April 2023

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes	1,228,901.67	1,058,421.68	170,479.99	116.1%
4002 · Sonoma County Taxes	852,254.49	800,525.00	51,729.49	106.5%
Total 4000 · CLSD Special Taxes	2,081,156.16	1,858,946.68	222,209.48	112.0% ¹
4100 · Interest Revenue	3,493.40	0.00	3,493.40	100.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	739,352.21	666,666.66	72,685.55	110.9%
Total 4200 · Ambulance Revenue	739,352.21	666,666.66	72,685.55	110.9% ²
4400 · Miscellaneous Revenue	26,950.42	16,666.68	10,283.74	161.7%
4410 · Intergovermntl Transport(IGT)	316,934.19	208,333.34	108,600.85	152.1% ³
4500G · Training Grant Revenue	24,538.30	166,666.66	-142,128.36	14.7% ⁴
Total Revenue	3,192,424.68	2,917,280.02	275,144.66	109.4%
Expense				
Bad Debt	3,531.90			
Uncategorized Expense	3,171.36			
5000 · Wages and Benefits	1,618,219.06	1,651,104.16	-32,885.10	98.0% ⁵
5000TD · Wages & Bene-Training Division	130,733.19	157,400.84	-26,667.65	83.1% ⁶
6000 · Ambulance Operations	181,784.34	149,101.70	32,682.64	121.9% ⁷
6000TD · Training Division Operations	31.00	12,500.00	-12,469.00	0.2%
66000 · Payroll Expenses	1.47	0.00	1.47	100.0%
6700 · Overhead/Administration	184,204.49	156,791.64	27,412.85	117.5%
6700TD · Overhead/Admin-T.Division	4,399.82	2,083.34	2,316.48	211.2% ⁸
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	696,925.10	696,925.82	-0.72	100.0%
8000 · Interest Expense	0.00	666.66	-666.66	0.0%
9500 · Depreciation Expense	87,845.84	87,845.84	0.00	100.0%
Total Expense	2,910,847.57	2,914,420.00	-3,572.43	99.9%
Net Ordinary Operations Surplus	281,577.11	2,860.02	278,717.09	

9:08 AM

05/11/23

Accrual Basis

Coast Life Support District

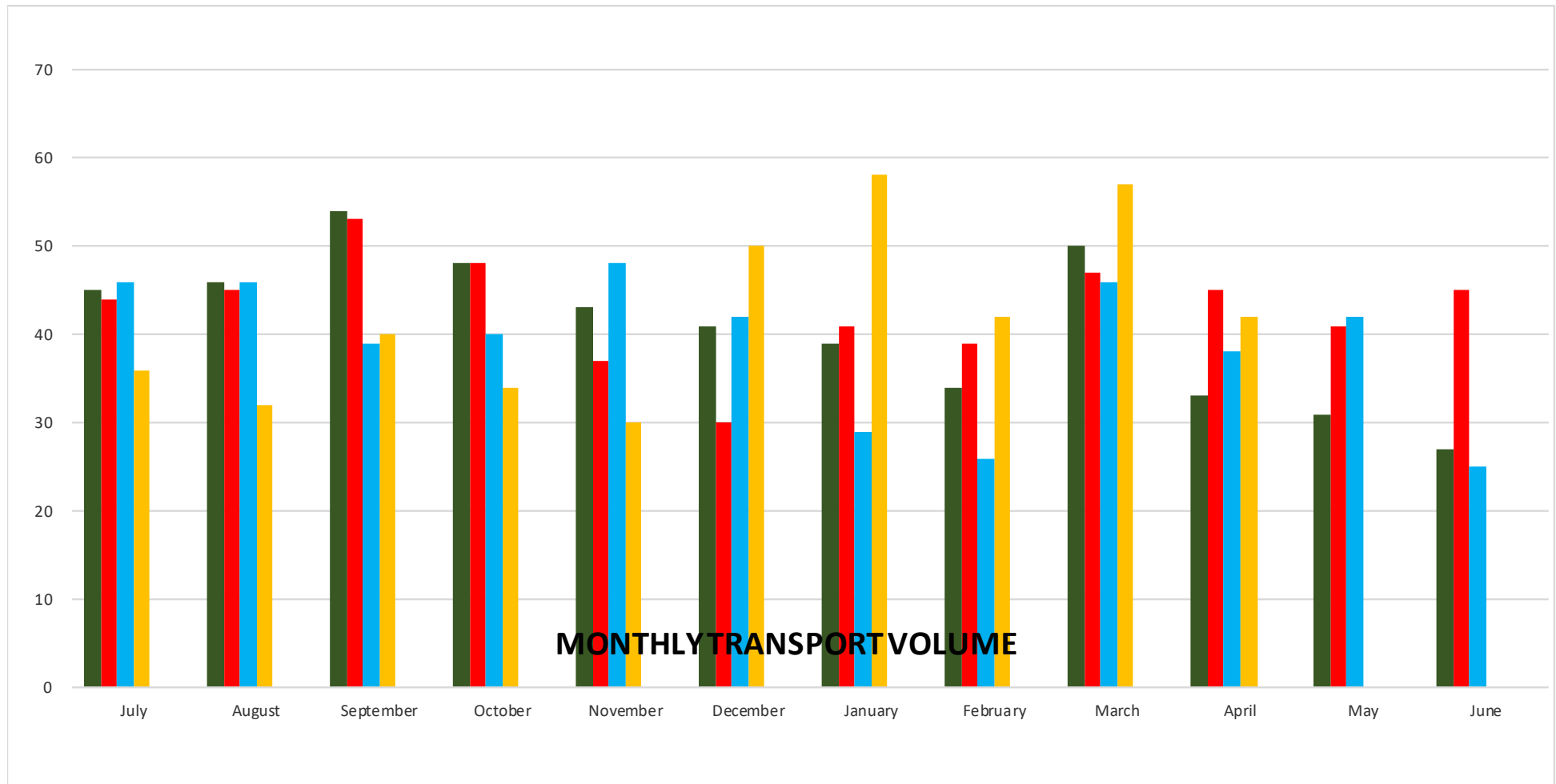
Profit & Loss Budget Overview FY23

July 2022 through April 2023

1. Total 4000- CLSD Special Taxes - Account 4002 Sonoma Co Tax recieved 7/1/22-12/1/22 (1st Tax Deposit for FY23). Mendo Co tax recieved 1-4-23.
.....
2. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
.....
3. 4410: revised program for both GEMT & IGT (PP GEMT/IGT):. CY21 received April 2023 & realized in FY23. ~\$604k -\$245k (Admin Fee & Match)= ~\$359k (by end of FY23 all will be realized in account 4410).
.....
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. 5000 Wages & Benefits are lower than budgeted by design due to the Training Grant FY23 not being awarded.
.....
6. 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.
.....
7. 6000-Ambulance Operations: Veh. Repair & Fuel continue to be driving factors for increase, as well as,
Dispatch fees.
.....
8. 6700TD- FY22(prior year) T. Grant has some overlape with FY23. Expense is within Budget.
.....

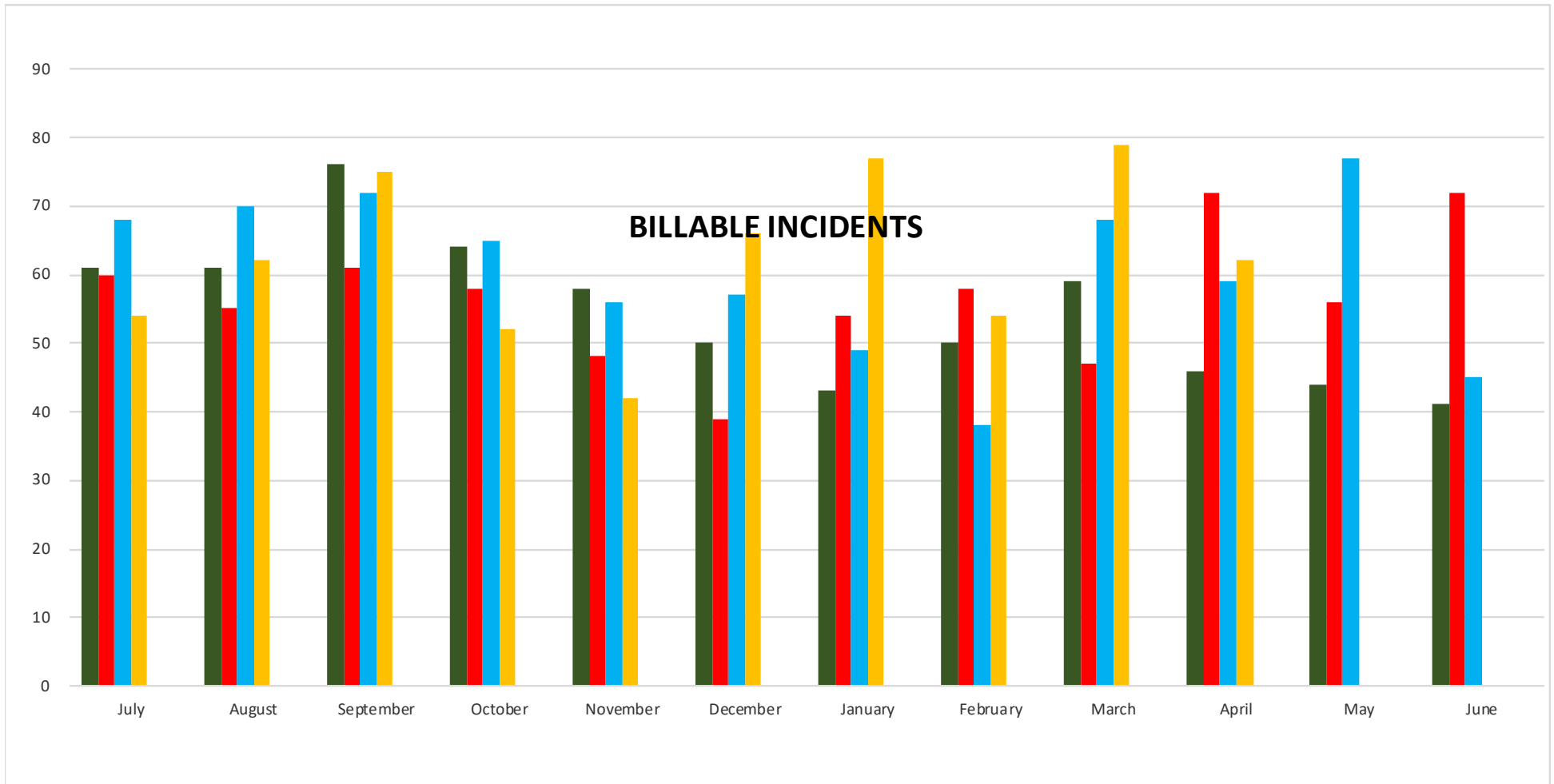
MONTHLY AMBULANCE TRANSPORT DATA

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	50	58	42	57	42		





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	66	77	54	79	62		



**CLSD RUN DATA
PRECEEDING 12 MONTHS**

DATE		INCIDENTS		BILLABLE INCIDENTS		AMBULANCE DISPATCH					PATIENT TRANSPORTS		UC TRANSPORTS		LANDING 	T&R 	# OF HRS UNAVAIL.	MISSED CALLS
						M	M	M	B	B								
MON	YR					120	122	124*	121*	123*								
Apr	2023	85	88	62	57	63	20	1	1	0	34	39	5	6	8	19	8	0
Mar	2023	96	88	79	68	77	19	0	4	1	57	46	13	4	8	23	12	0
Feb	2023	79	55	54	38	62	17	1	2	0	32	26	8	5	10	16	12	0
Jan	2023	91	57	77	40	65	26	1	2	0	58	29	15	3	11	19	29	1
Dec	2022	88	66	67	57	70	17	0	2	0	50	42	10	6	2	14	27	0
Nov	2022	54	85	42	66	44	10			0	26	42	5	10	4	11	10	0
Oct	2022	74	80	52	67	65	15	1	2	0	28	40	4	8	6	18	16	0
Sep	2022	94	92	75	72	74	23	2	1	0	36	39	10	7	4	32	20	1
Aug	2022	92	106	62	70	77	18	1	4	0	32	46	11	10	9	19	10	0
July	2022	81	93	54	68	66	15	1	1	0	36	46	7	4	6	22	9	1
June	2022	65	91	45	74	55	11		2	0	25	45	7	11	6	15	12	0
May	2022	99	74	77	56	78	22	1	2	0	42	41	6	6	9	27	24	2
TOTALS		998	975	746	733	796	213	9	23	1	456	481	101	80	83	235	189	5

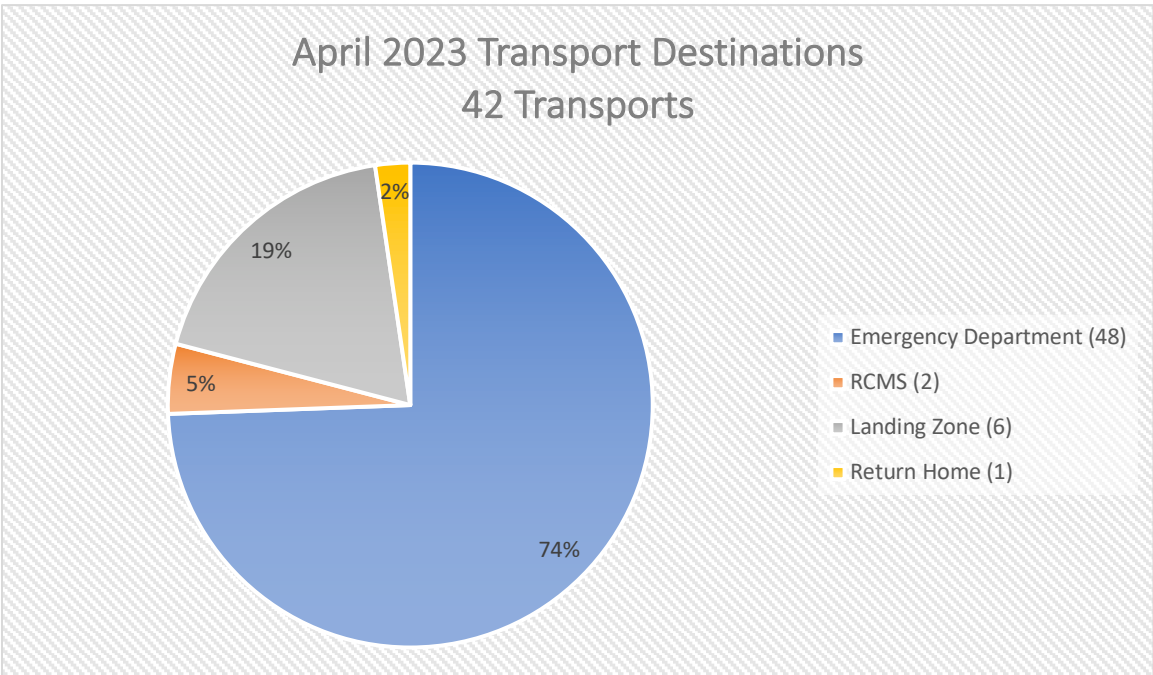
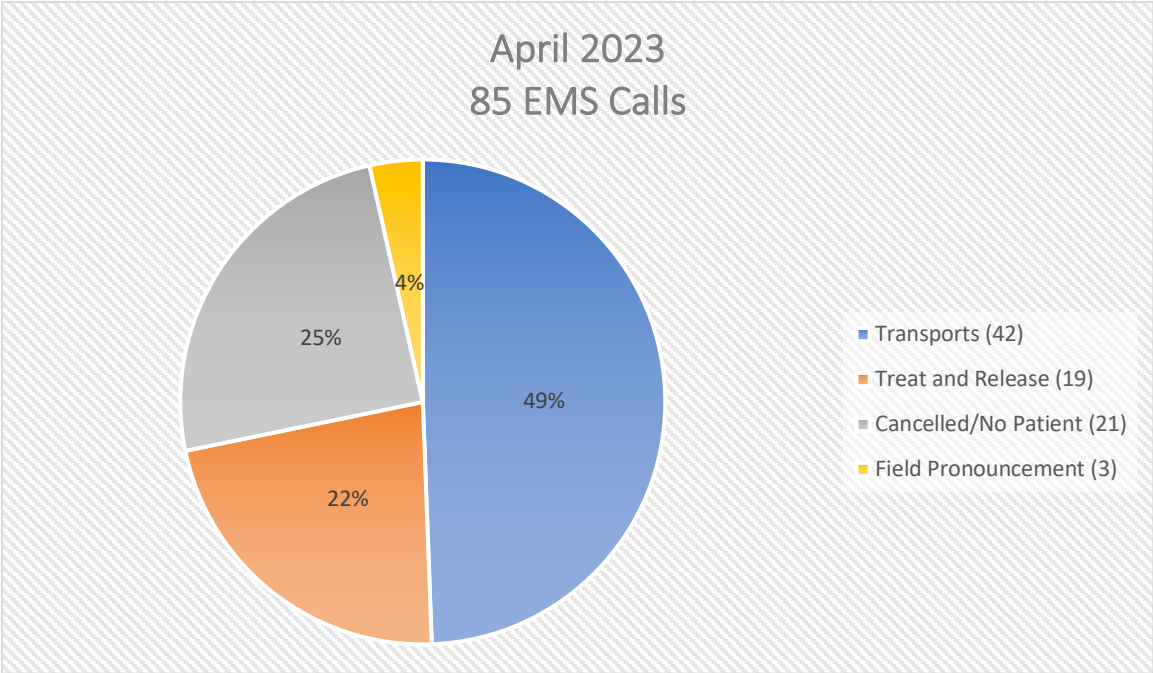
ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

M120 AND M122 ARE 24/7 STAFFED AMBULANCES/*M124,*B121 & *B123 ARE UPSTAFFED WHEN NEEDED

TREAT & RELEASE (T&R) INCLUDES BOTH RELEASED AT SCENE (RAS) AND AGAINST MEDICAL ADVICE (AMA)

AMBULANCE UNAVAILABLE IS TOTAL HOURS UNCOVERED BECAUSE ALL OTHER AMBULANCES ARE OFF ISLAND

AN EMPTY BOX MEANS MISSING DATA



CLSD 2022 Community Outreach Classes

DATE	Organization	Course	#Stdnts	Charged at	Total	Invoice	Instrctr	Notes
2/2/22	NSCVFD	BLS-CAM	15	4@\$65/11@30	\$590.00	\$00.00*	BP/GP	Grant funded
2/8/22	Fort Ross School	K-12	7	40.00 each	280.00	280.00	HH	
2/14/22	Paralife Medical		0		513.00	513.00		
2/16/22	Horicon School staff	K-12	12	40.00 each	480.00	480.00	ED/BS	
2/28/22	CLSD staff	BLS Provider	1	0.00	0.00	00.00	BG	
3/12/22	CYLL Little league	9-Ways	16	4@25/@10	220.00	00.00*	ED/BS	Grant funded
3/13/22	CYLL Little league	9-Ways	13	4@25/@10	190.00	00.00*	GP/BS	Grant funded
3/14/22	SCVFD	BLS Provider	14	4@\$65/10@30	560.00	00.00*	BG GP	Grant funded
3/19/22	EMT class	BLS Provider	12	4@\$65/8@30	500.00	00.00*	CO HH JA	Grant funded
3/23/22	TCFPD	BLS Provider	17	4@\$65/@30	650.00	00.00*	BG HH	Grant funded
3/24/22	Coastal Seniors	9-Ways	23	4@25/19@10	290.00	290.00	ED/GP	
4/15/22	Paralife Medical	eCards			534.00	534.00	GP	15-#02,9-04,5-01
4/23/22	Community Class	AHA FA/CPR	6	4@100/1@60, 1@50CPR skills only	510.00	510.00	CO	9/2/22 added first aid cert for one student. Due \$40.
5/4/22	TSR Disaster team	9-ways	29	4@100/25@10	350.00	350.00	HH/GV	
5/19/22	Action Network	AHA FA/CPR	6	4 each@100/2@60	520.00	520.00	BG	
6/7/22	Lisa Woods	BLS Provider	1	\$100	100.00	100.00	BG	
6/11/22	Physical Gym	9-Ways w/CPRcert	4	4 each @ \$100/1 CPR@50 each	150.00	150.00	GP	Can discount if enroll in EMS
8/4/22	TSRA	AHA HS FA CPR	10	4 each@100/6@60	760.00	760.00	HH/GP	
8/4/22	+1 TSRA class	"	1	\$60.00	60.00	60.00	HH/GP	Paid by check
8/8/22	TC free class	AHA FA CPR	7	1 @ \$60.00	60.00	60.00	HH	Community class
8/8/22	TC free class	AHA HS CPR	2	00.00	00.00	00.00	HH	Community class
8/9/22	Cazadero Fire BH	BLS Provider	1	00.00	00.00	00.00	HH	Grant Funded
8/9/22	Willa Cordrey	Pedi AHA HS FA CPR	1	45.00	45.00	45.00	BG	
8/9/22	TC free class	9 Ways	10	00.00	00.00	00.00	HH	Community class
8/10/22	Posh Squash Wed.	9-Ways	12	0.00	00.00	00.00	GP	Free public service community class
8/15/22	Posh Squash Mon.	9-Ways	11	0.00	00.00	00.00	GP	"
8/16/22	Posh Squash Tues.	9-Ways	10	0.00	00.00	00.00	GP	"
8/17/22	City of Point Arena	9-Ways	6	\$70.00 each	420.00	420.00	GP	9 Ways +AHA CPR cards
8/18/22	Posh Squash Thur.	9-Ways	20	0.00	00.00	00.00	GP	"
8/19/22	Posh Squash Fri.	9-Ways	12	0.00	00.00	00.00	GP	"
8/28/22	Paralife Medical	eCards		553.00	553.00	00.00		35 #3001, 14 #3004 (\$49.00 still due)
9/4/22	Barnies	9-Ways	11	00.00	00.00	00.00	GP DC	No charge, public service class
9/6/22	Staff	BLS Provider	2	00.00	00.00	00.00	BG GP	

- Funded by REMSTC Grant

5/19/2023

May BOD Agenda Packet pg 11 of 12 records

CLSD 2022 Community Outreach Classes

DATE	Organization	Course	#Stdnts	Charged at	Total	Invoice	Instrctr	Notes
9/24/22	Community class	AHA HS FA CPR	13	5@ 100/1@ 65.	565.00	695.00	GP JA	+4 FA boxes \$120. & wk bk @ \$10.
10/6/22	Manchester 6-8th	CPR + a little first aid	12	12@\$40.00	480.00	00.00	GP	Grant Funded
10/18/22	PCCS 6-8 th grade	CPR + a little first aid	8	8@\$40.00	320.00	0.00	GP	Grant funded
11/3/22	Arena Ele. 8 th grade	CPR + a little first aid	25	25@\$40.00	1000.00	00.00	GP HH JL	Grant funded
11/8/22	TSR Links	9Ways +AHA CPR card	21	100.+21@60 , 1@ 10	1370.00	1370.00	GP BP TD	21 AHA CPR cards, 1 w/o
11/16/22	TSR Links & Lodge	9Ways +AHA CPR card	14	100.+14@60	940.00	940.00	GP AM JL	14 w/ AHA CPR cards
11/30/22	TSR Lodge admin	9Ways +AHA CPR card	7	100.+7@60	520.00	520.00	GP JL HH	7 w/AHA CPR cards
12/1/22	staff, EMR+ public	BLS Skills class	6	1@ \$55.00	55.00	55.00	CO GP	5 W/AHA CPR cards
12/11/22	Cazadero Fire	BLS Skills class	6				CO	Chris to handle invoicing
12/28/22	RCVFD	BLS Skills class	8				CO	
			125		\$13585.00	7379		