

AGENDA

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

>>> Monday June 26, 2023 - 4:00 PM<<<

Board meetings will also be available via teleconference.

 $\textit{Meeting Link:} \ \underline{ \text{https://clsd.my.webex.com/clsd.my/j.php?MTID=m45ff34ac745215d48353337b57171891} \\$

١.	Call to Order	веату
2.	Adoption of the agenda	Beaty
3.	Minutes Approval: a. May 22, 2023 Board Meeting	Beaty
4.	Privilege of the floor	Beaty
5.	New Business: a. Review of Post-Covid Emergency Brown Act Requirements: AB2449 b. Schedule BOD Goals Meeting c. Updating BOD Manual to digital format d. DA Annual Evaluation	Beaty Beaty Schwartz Schwartz
6.	Old Business: a. Resolution #294: Adoption of FY24 Budget	Crowl
7.	Reports: a. RCMS Update b. Finance: YTD i. Ambulance revenue – Wittman YTD ii. Expenses c. Ambulance run data/CLSD Activity	Crowl Crowl
8.	Other:	
9.	Shout out:	Open
10.	NEXT BOD MEETINGS:	
	July 24 th , 2023 August 28 th , 2023	
11.	Adjourn	



Post Office Box 1056 • Gualala, California 95445 • www.clsd.ca.gov MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS 4:00 PM, May 22nd, 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 and Tittle. Also present: District Administrator Dave Crowl, Captain Bronwyn Golly, Captain Chris Ottolini, Community Instruction Coordinator Goldie Pounds and community member Leslie Bates.

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

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

Privilege of the Floor: None

Reports:

- a. **Open House** Scheduled for 06/10/23 12:00-2:00, the crew has decided to handle the barbecue themselves rather than cater the event. Advertisements have been placed in the ICO and various online bulletin boards. We have also placed the event on Facebook and the CLSD website. Directors who are available are asked to attend and socialize with the community.
- b. **CLSD Community Classes** Goldie Pounds presented an overview of all the community classes that CLSD has put on in 2022. These classes include: 9 Ways to Save a Life, CPR, First Aid and various outreach classes to the elementary and high schools in the District. We had over 200 attendees at our classes last year and this year we are seeing even more interest. This is a fantastic way to put Coast Life Support out into the community while also teaching important safety and medical information.
- c. Finance: YTD
 - i. Ambulance Revenue Net payments for April 2023 was a \$55,495 with A/R of \$455,179.
 - ii. Expenses Expenses remain within budgeted range with the one underfunded segment of the Training Division. See page 6
- d. Ambulance run data/CLSD Activity-April had 42 transports and 62 billable incidents. See pg 7-10

Other:

- a. **CLSD School Outreach** CLSD crews held a show and tell/career day with all 6 of the elementary and the 2 high schools in our district. We reached over 400 children in our district. All students participated in CPR practical, demonstrations of the ambulance/equipment and career possibilities as an EMT.
- b. **Shout Out:** Goldie Pounds received a shout out for her unwavering dedication to teaching and coordinating our community classes. Director André wanted to recognize CLSD Paramedic Tina Daniels for saving the life of one of our community members who suffered a cardiac arrest during the storm in January. Director André went on to express that Tina went beyond the call of duty to ride in the helicopter on the way into the hospital.
- c. Director Bower discussed that she attended the extrication training for the CLSD EMT class in early May and filmed the demonstation. She is hoping to edit the footage and post on our social media.

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

June 26th, 2023
 July 24th, 2023

Adjournment: Adjourned at 4:55 PM

Minutes Approved:

COAST LIFE SUPPORT DISTRICT

RESOLUTION No: 294 ADOPTION OF THE FINAL BUDGET FOR FISCAL YEAR 2024

WHEREAS, Coast Life Support District Board of Directors, Finance Committee and Staff have reviewed the current financial position for the past year, and

WHEREAS, the District has a need to maximize its revenues, including maintaining the benefit assessment special tax rates as approved by the voters for Emergency Medical Services, and

WHEREAS, the District has reviewed the Ambulance billing charges, in order to maximize revenue while maintaining rates consistent with medical cost inflation,

WHEREAS, the District will require the full assessment as authorized for Urgent Care services in order to fully fund the current program and provide adequate funds for development of the presently envisioned Urgent Care program and any other authorized use. and

WHEREAS, Reserve funding should remain at present levels to support contingencies and capital replacement requirements, and

WHEREAS, Coast Life Support District anticipates Revenues of the following:

Sonoma County	\$ 989,449
Mendocino County	\$ 1,308,209
Ambulance Billings	\$ 800,000
Miscellaneous	\$ 620,000
Total Budgeted Revenue	\$ 3,717,658

WHEREAS, the following Expenditures will provide the resources necessary to meet the established objectives for the next Fiscal Year:

Ambulance Operations	\$ 2,299,483
Administration & Overhead	\$ 449,200
Urgent Care Program	\$ 838,003
Interest & Depreciation	\$ 130,172
Total Budgeted Expenditures	\$ 3,716,858

BE IT RESOLVED that the Board of Directors authorize its Officers, Administrator and Staff to make expenditures necessary to operate the Ambulance service and all Authorized programs,

BE IT FURTHER RESOLVED that the Board of Directors authorized the above amounts for the Coast Life Support District's Budget for Fiscal Year 2024.

The above resolution was introduced by Director Schwartz, who moved its adoption, seconded by Director Beaty, and passed and adopted on this 26th day of June, 2023 by the following roll call vote:

Directors:	André Beaty Bower Crosby Schwartz Tilles Tittle	Aye Aye Aye Aye Aye Aye	No No No No No No	Abstain Abstain Abstain Abstain Abstain Abstain	Absent Absent Absent Absent Absent Absent
		Ayes:	Noes:	Abstain:	Absent:
WHEREUPO ORDERED.	N, the Presider		foregoing RES		pted and SO —

CLSD AMBULANCE REVENUE

	<u>A</u>	В	C	D	E	F		G	Н]	<u> </u>	J	K		L	M
	BILLABLE INCIDENTS	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET CHARGES		PAYMENTS	REFUNDS	NET PAY	YMENTS	BAD DEBT WRITE OFFS	OTHER WRITE OFFS		ADJ	NEW A/R BALANCE
FY22																\$ 444,753
JUN'22	45	\$ 165,192	\$ 78,867	\$ 19,828	\$ 864	\$ 65,634	4 \$	91,875	\$ -	\$	91,875	\$ -	\$ 1,537	\$	246	\$ 444,753
FY23																
JUL'22	54	\$ 187,272	\$ 45,127	\$ 69,096	\$ 1,407	\$ 71,642	2 \$	78,972	\$ -	\$	78,972	\$ 47,333	\$ 1,395	\$	-	\$ 388,695
AUG'22	62	\$ 220,864	\$ 110,760	\$ 51,756	\$ 2,004	\$ 56,344	4 \$	57,193	\$ -	\$	57,193	\$ -	\$ -	- \$	-	\$ 387,846
SEPT'22	75	\$ 245,461	\$ 87,388	\$ 62,212	\$ 3,999	\$ 91,862	2 \$	75,904	\$ 6,628	\$	69,275	\$ -	\$ 0	\$	5,076	\$ 415,508
OCT'22	52	\$ 187,463	\$ 107,759	\$ 24,006	\$ 11,777	\$ 43,92	1 \$	61,093	\$ -	\$	61,093	\$ 50,292	\$ 4,418	\$	82	\$ 343,710
NOV'22	42	\$ 161,993	\$ 66,145	\$ 37,882	\$ 500	\$ 57,460	6 \$	61,302	\$ 1,214	\$	60,089	\$ -	\$ -	- \$	-	\$ 341,087
DEC'22	66	\$ 299,577	\$ 112,355	\$ 55,850		\$ 117,117	7 \$	27,633	\$ -	\$	27,633	\$ 640	\$ 1,454	\$	-	\$ 428,477
JAN'23	77	\$ 290,643	\$ 150,154	\$ 27,786	\$ 7,287	\$ 105,413	5 \$	72,788	\$ -	\$	72,788	\$ -	\$ -	- \$	-	\$ 461,104
FEB'23	54	\$ 208,294	\$ 109,829	\$ 35,591	\$ 29,063	\$ 33,810	0 \$	41,758	\$ -	\$	41,758	\$ -	\$ 2,500	\$	0.32	\$ 450,657
MAR'23	79	\$ 322,321	\$ 132,757	\$ 50,713	\$ (2,336	\$ 141,180	6 \$	91,095	\$ 9,652	\$	81,444	\$ -	\$ -	- \$	-	\$ 510,400
APR'23	62	\$ 217,379	\$ 133,512	\$ 35,482	\$ 4,293	\$ 44,093	3 \$	56,347	\$ 853	\$	55,495	\$ 42,440	\$ 1,380	\$	-	\$ 455,179
MAY'23	55	\$ 220,728	\$ 104,585	\$ 20,527	\$ 6,340	\$ 89,270	6 \$	41,233		\$	41,233	\$ 2,204	\$ -	- \$	-	\$ 501,018
	•		•	•					•	·			•	-	•	
MAY'22	77	\$ 271,373	\$ 105,853	\$ 44,429	\$ 12,080	\$ 109,01	1 \$	66,939	\$ 3,091	\$	63,847	\$ -	\$ 6,705	\$	15	\$ 472,285
FY To Date	678	\$ 2,561,996	\$ 1,160,371	\$ 470,902	\$ 78,590	\$ 852,133	3 \$	665,320	\$ 18,346	\$ 0	646,973	\$ 142,908	\$ 11,146	\$	5,159	
Last 12 Months	723	\$ 2,727,188	\$ 1,239,238	\$ 490,729	\$ 79,453	\$ 917,76	7 \$	757,194	\$ 18,346	\$ 7	738,848	\$ 142,908	\$ 12,683	\$	5,405	
										•						
Monthly Average FY To Date	62	\$ 232,909	\$ 105,488	\$ 42,809	\$ 7,145	\$ 77,46	7 \$	60,484	\$ 1,668	\$	58,816	\$ 12,992	\$ 1,013	\$	469	
Monthly Average Last 12 Months	60	\$ 227,266	\$ 103,270	\$ 40,894	\$ 6,621	\$ 76,48	1 \$	63,100	\$ 1,529	\$	61,571	\$ 11,909	\$ 1,057	\$	450	
			AGING 2	280 (255)					1							
Manth	C	 21 (0 ((2)	AGING A		121 100 (22)	100 + (00)		Dalamas								

			AGING 2	289 (255)			
Month	Current (55)	31-60 (62)	61-90 (25)	91-120 (15)	121-180 (33)	180+ (99)	Balance
MAY	\$ 92,648	\$ 65,440	\$ 80,382	\$ 40,754	\$ 74,904	\$ 146,889	\$ 501,018

CMS TRAN	PORTS ON -	
TOTAL	\$ -	

Coast Life Support District Profit & Loss Budget Overview FY23 July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue 4000 · CLSD Special Taxes	2,185,189.46	2,044,841.34	140,348.12	106.9%
4100 · Interest Revenue 4200 · Ambulance Revenue	3,493.40 828,628.08	0.00 733,333.33	3,493.40 95,294.75	100.0% 113.0% ²
4400 · Miscellaneous Revenue	27,125.42	18,333.34	8,792.08	148.0%
4410 · Intergovermntl Transport(IGT)	337,767.52	229,166.67	108,600.85	147.4% 3
4500G · Training Grant Revenue 4600 · Grant Revenue	24,538.30	183,333.33	-158,795.03	13.4% 4
4000 · Grant nevenue	45,626.43 5	<u> </u>		
Total Revenue	3,452,368.61	3,209,008.01	243,360.60	
Expense Bad Debt Uncategorized Expense 5000 · Wages and Benefits	3,531.90 3,171.36 1,781,194.96	1,816,214.58	-35,019.62	98.1% ⁶
5000TD · Wages & Bene-Training Division	141,440.23	173,140.92	-31,700.69	81.7% 7
6000 · Ambulance Operations	247,348.76	164,011.85	83,336.91	150.8%
6000TD · Training Division Operations	31.00	13,750.00	-13,719.00	0.2%
6700 · Overhead/Administration	197,514.41	172,470.82	25,043.59	114.5%
6700TD · Overhead/Admin-T.Division	5,498.89	2,291.67	3,207.22	240.0%
7000 · Urgent Care	766,617.68	766,618.41	-0.73	100.0%
8000 · Interest Expense	0.00	733.33	-733.33	0.0%
9500 · Depreciation Expense	96,630.42	96,630.42	0.00	100.0%
Total Expense	3,242,979.61	3,205,862.00	37,117.61	101.2%
Net Ordinary Operating Surplus	209,389.00	3,146.01	206,242.99	

6:54 PM 06/15/23 **Accrual Basis**

Coast Life Support District Profit & Loss Budget Overview FY23 July 2022 through May 2023

1.	Total 4000- CLSD Special Taxes - Account 4002 Sonoma Co Tax received deposit on 5.3.23 (final for FY23). Anticipate Mendocino 7% Teeter by July/Aug for FY23.
2.	NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
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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.	PG&E Disaster Settlement Funds/Other Grant Revenue
• • •	
6.	5000 Wages & Benefits are lower than budgeted by design due to the Training Grant FY23 not being awarded.
• • •	
7.	Training Grant FY22 is 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.
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8.	6000-Ambulance Operations: Veh. Repair & Fuel continue to be driving factors for increase, as well as,
	Dispatch fees.
• • •	• • • • • • • • • • • • • • • • • • • •
9.	6700TD- FY22(prior year) T. Grant has some overlape with FY23. Expense is within Budget.

FY 23 Cash Projection	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Bank balance 5/31/2023	993,412	768,220	633,028	429,836	226,644	23,452	(179,740)	173,068	601,096	397,904	194,712	547,520
Prop Tax EMS/UC							556,000	631,220			556,000	631,220
GEMT		68,000										
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	22,000											
	768,220	633,028	429,836	226,644	23,452	-179,740	173,068	601,096	397,904	194,712	547,520	975,548
Charles Schwab Invest.	511,227	511,227	511,227	511,227	511,227	511,227	511,227	511,227	511,227	511,227	511,227	511,227

Schwab

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

CLSD RUN DATA PRECEEDING 12 MONTHS

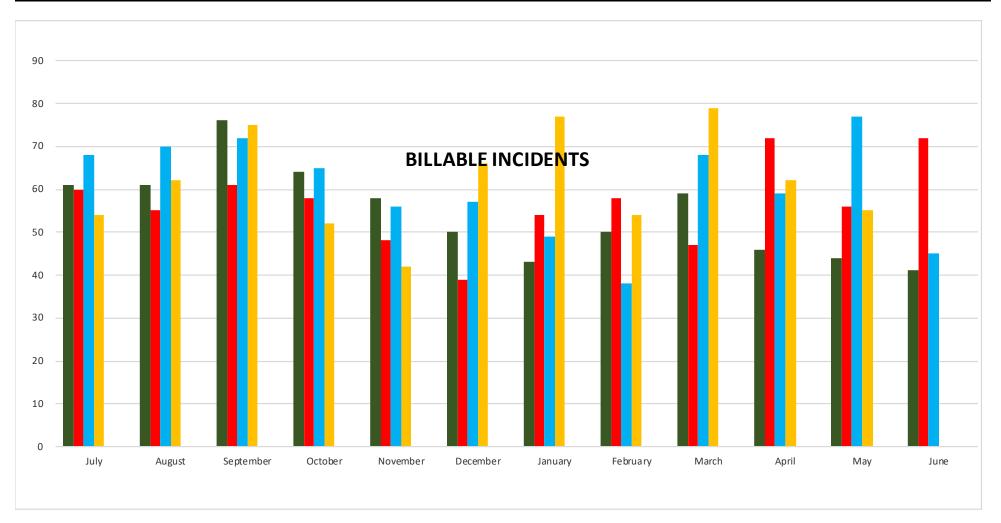
DATE		INCIE	DENTS	BILLA	ABLE	AIV	IBULA	NCE D	ISPAT	СН	1	TO FROM		LANDING T&R		# OF HRS	MISSED	
				INCID	ENTS	М	М	М	В	В	HOS	IOSPITAL UC		С	₹		UNAVAIL.	CALLS
MON	YR					120	122	124*	121*	123*	TRANS	SPORTS	TRANSPORTS			3		
May	2023	99	99	55	77	81	18	2	1	0	47	42	12	6	8	17	15	1
Apr	2023	85	88	62	57	63	20	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
TOT	ALS	998	1000	724	754	799	209	10	22	1	461	482	107	80	82	225	180	4

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

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	42	66	77	54	79	62	55	



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	47	

