



AGENDA

REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS

38901 Ocean Drive, Gualala, CA 95445 – Bill Platt Training Room

>>> **Monday September 25, 2023 – 4:00 PM**<<<

Board meetings will also be available via teleconference.

Meeting Link: <https://clsd.my.webex.com/clsd.my/j.php?MTID=mbfff8ac808c642f1437b35af55c09d98>

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval:
 - a. August 28, 2023 Board Meeting Beaty
4. Privilege of the floor Beaty
5. New Business:
 - a. RCMS Treasurer Drew McCalley: Urgent Care Update
6. Old Business:
 - a. GEMT Payment Crowl
7. Reports:
 - a. BOD Goals Updates Beaty/Tittle
 - b. Captains' Report Questions
 - c. Finance: YTD Crowl
 - i. Ambulance revenue – Wittman YTD
 1. Update for July FY24
 - ii. Expenses
 - d. Ambulance run data/CLSD Activity Crowl
8. Other:
 - a. *****Closed Session DA Evaluation***** BOD
9. Shout out: Open
10. **NEXT BOD MEETINGS:**
October 23rd, 2023
November 27th, 2023
11. Adjourn



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS 4:00 PM, August 28nd, 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, Beaty, Bower, Crosby, Schwartz, Tilles. Director Tittle was absent. Also present: District Administrator Dave Crawl, Ops Manager Bronwyn Golly, community member Leslie Bates and MHA Director Micheline White.

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

Approval of Minutes: Director Schwartz moved to approve the July 24th, 2023 minutes as written and was seconded by Director Bower. All ayes.

Privilege of the Floor: Community member Leslie Bates wanted to gain support for the rebuilding of the community center in Gualala (GCC). She stated that at a Mendocino County planning meeting on Saturday the possible grant from the Federal Government to help rebuild part of the community center as an emergency resiliency center was turned down. The next local meeting will be a GMAC meeting at 6:00pm on October 5th, Leslie Bates requested support from the CLSD BOD at the meeting in order to gain monies from Mendocino County for the resiliency project.

New Business:

- a. Lieutenant Evan Dilks Announcement- Evan has announced his retirement in October. Evan has been an invaluable part of CLSD history. He will be greatly missed. A retirement party is being planned for October.

Old Business

- a. Resolution #296 Proposition 4: Adoption of the Proposition 4 Appropriation limit for fiscal year 2023-2024. Director Schwartz moved to adopt, seconded by Director André. Roll call vote: André-aye, Beaty-aye, Bower-aye, Crosby-aye, Schwartz-aye, Tilles-aye, Tittle-absent.
- b. PP-GEMT Payment Request- formal approval requested from board to make payments on the Ground Emergency Medical Transport project. Director Schwartz moved to grant request, seconded by Director Tilles. All ayes.

Reports:

- a. BOD Goals - see page 6
- b. MHA Update – Micheline White presented the MHA update. MHA is anticipating delivery of the new Mobile Health Clinic in mid September. There will be a “toast” ceremony welcoming the new vehicle and program to our community.
- c. RCMS Update – Director Tilles stated RCMS is on firm financial standing. The RCMS Treasurer has said that the data requested by CLSD for Urgent Care is not ready yet. He is very hopeful that he will be presenting all requested data at the CLSD September BOD meeting.
- d. CLSD Staffing- Internal hiring for lieutenant position, we will also be hiring part-time EMTs
- e. Training Captain Update
 - i. Ambulance Revenue – Net payments for July 2023 was \$94,503 with A/R of \$416,595. The billable incidents and charges are off for July due to end of month reporting issues. Wittman only received 26 bills for the month while 56 billable incidents were reported by crews for FY24 July. Wittman has received the 30 additional calls and an addendum for July will be noted.
 - ii. Expenses – Expenses remain within budgeted range with the one underfunded segment of the Training Division. See page 11
- f. Ambulance run data/CLSD Activity- June had 30 transports and 56 billable incidents. See pg 13-14.

Other:

Shout Out: Director André was given a shout out for organizing and implementing the public talk about CLSD at Sea Ranch last Saturday. The event was well attended and a lot of useful information about CLSD was shared with the community.

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

- September 25th, 2023
- October 23rd, 2023

Adjournment: Adjourned at 5:17 PM

Minutes Approved:

_____ (Date)_____

REDWOOD COAST MEDICAL SERVICES
URGENT CARE REVENUE & EXPENSES
FY23 URGENT CARE ANALYSIS

REVENUE

Patient revenue	933,572
CLSD grant revenue	800,000
330 grant allocation	65,390
QIP revenue	59,154
340B revenue	144,991
Fundraising revenue	120,333

TOTAL REVENUE	<u>2,123,440</u>
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EXPENSES

Clinical Personnel	1,527,683
Facility	18,588
Depreciation	25,425
Malpractice Insurance	2,477
Equipment Lease	1,623
Telephone	19,371
Other direct costs	427,266

TOTAL DIRECT COSTS	<u>2,022,433</u>
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Indirect Costs/Overhead	<u>551,155</u>
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TOTAL COSTS	<u>2,573,588</u>
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NET PROFIT/(LOSS)	<u>(450,148)</u>
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REDWOOD COAST MEDICAL SERVICES
URGENT CARE REVENUE & EXPENSES
FY23 URGENT CARE ANALYSIS

ALLOCATIONS:

#	Type	FY23 allocation method	FY24 allocation method	Method reflected
1.	Patient service revenue	Location patient checks in	Provider	FY23
2.	Provision for doubtful accounts	Visits	Location	FY23
3.	CLSD grant	100% to UC	100% to UC	FY24
4.	QIP/340B revenue	Visits	Visits	FY24
5.	Federal 330 grant	Visits	UC costs charged to grant	FY24
6.	Fundraising	N/A	Visits	FY24
7.	Personnel	Payroll/contract	Payroll/contract	FY24
8.	Facility	25%-27% (not sure how calculated)	Square footage (18.16%)	FY24
9.	Direct costs	AP codes to UC	AP codes to UC	FY24
10.	Malpractice insurance	Visits	Visits	FY24
11.	Equipment	24% (not sure how calculated)	Square footage (18.16%)	FY24
12.	Telephone	<1% (not sure how calculated)	Square footage (18.16%)	FY24
12.	Admin overhead	Expenses	Visits	FY24

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
FY23													
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
MAY'23	55	\$ 220,728	\$ 104,585	\$ 20,527	\$ 6,340	\$ 89,276	\$ 41,233		\$ 41,233	\$ 2,204	\$ -	\$ -	\$ 501,018
JUN'23	63	\$ 324,497	\$ 156,292	\$ 64,456	\$ 13,032	\$ 90,717	\$ 112,774		\$ 112,774	\$ 6,126	\$ 1,216	\$ -	\$ 471,619
FY24													
*JUL'23	26	\$ 88,492	\$ 37,027	\$ 12,683	\$ 349	\$ 38,433	\$ 94,503		\$ 94,503	\$ -	\$ -	\$ 1,046.06	\$ 416,595
AUG'23	68	\$ 371,331	\$ 185,174	\$ 48,390	\$ 2,924	\$ 134,842	\$ 76,712	\$ 3,516	\$ 73,196	\$ 40,834	\$ 13,358	\$ (738.73)	\$ 423,311

<i>AUG'22</i>	<i>62</i>	<i>\$ 220,864</i>	<i>\$ 110,760</i>	<i>\$ 51,756</i>	<i>\$ 2,004</i>	<i>\$ 56,344</i>	<i>\$ 57,193</i>	<i>\$ -</i>	<i>\$ 57,193</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 387,846</i>
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* 30 BILLABLE INCIDENTS CLEARED IN AUG (SERVER ISSUE) TOTAL 56 BILLABLE INCIDENTS

FY To Date	94	\$ 459,822	\$ 222,201	\$ 61,074	\$ 3,273	\$ 173,275	\$ 171,215	\$ 3,516	\$ 167,699	\$ 40,834	\$ 13,358	\$ 307
Last 12 Months	719	\$ 2,938,178	\$ 1,382,977	\$ 475,580	\$ 91,482	\$ 988,139	\$ 813,144	\$ 21,863	\$ 791,281	\$ 142,534	\$ 24,325	\$ 5,466

Monthly Average FY To Date	47	\$ 229,911	\$ 111,100	\$ 30,537	\$ 1,636	\$ 86,638	\$ 85,608	\$ 1,758	\$ 83,849	\$ 20,417	\$ 6,679	\$ 154
Monthly Average Last 12 Months	60	\$ 244,848	\$ 115,248	\$ 39,632	\$ 7,624	\$ 82,345	\$ 67,762	\$ 1,822	\$ 65,940	\$ 11,878	\$ 2,027	\$ 456

AGING (287)							
Month	Current (68)	31-60 (59)	61-90 (22)	91-120 (24)	121-180 (28)	180+ (86)	Balance
AUG	\$ 103,259	\$ 49,840	\$ 32,574	\$ 42,551	\$ 59,080	\$ 136,006	\$ 423,311

CMS TRANSPORTS ON -	
TOTAL	\$ 1,057.14 2 CLAMS

6:17 PM

09/13/23

Accrual Basis

Coast Life Support District

Profit & Loss Budget Overview FY24

July through August 2023

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes	382,942.86	382,942.86	0.00	100.0% ¹
4200 · Ambulance Revenue	156,093.31	133,333.30	22,760.01	117.1% ²
4400 · Miscellaneous Revenue	3,425.00	3,333.30	91.70	102.8%
4410 · Intergovernmental Transport(IGT)	50,000.00	50,000.00	0.00	100.0%
4420 · Ground Emerg Med Transport	50,000.00	50,000.00	0.00	100.0%
Total Revenue	642,461.17	619,609.46	22,851.71	103.7%
Expense				
5000 · Wages and Benefits	308,919.65	318,729.12	-9,809.47	96.9%
5000TD · Wages & Bene-Training Division	22,263.37	32,684.33	-10,420.96	68.1%
6000 · Ambulance Operations	37,115.23	31,708.40	5,406.83	117.1% ³
6000TD · Training Division Operations	0.00	125.00	-125.00	0.0%
6700 · Overhead/Administration	33,172.91	34,450.30	-1,277.39	96.3%
6700TD · Overhead/Admin-T.Division	1,283.22	416.70	866.52	307.9%
6971 · IGT	-40,000.00	40,000.00	-80,000.00	-100.0%
7000 · Urgent Care	139,396.06	139,392.74	3.32	100.0%
8000 · Interest Expense	0.00	133.30	-133.30	0.0%
9500 · Depreciation Expense	21,695.30	21,695.30	0.00	100.0%
Total Expense	525,554.91	619,335.19	-93,780.28	84.9%
Net Ordinary Operating Surplus	116,906.26	274.27	116,631.99	

1. Total 4000- CLSD Special Taxes-Anticipate Mendocino 7% Teeter by end of Aug for CY23. Received last Sonoma Co Tax for FY23 8/23.
2. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L).
3. 6000 Amb Ops:6210 Veh Repair: Had several Ambulance repairs in July ~\$7k.

Operations Captain Report (September 2023)

Injuries

One part-time EMT out for another 2-3 months with a flare up of a chronic nerve issue requiring surgery. Has been off the ambulance since June. Did not happen on duty.

Other

Many staffing changes in the next few months.

Evan Dilks is retiring, last day is October 13.

The Lieutenant position to fill behind Evan was flown internally and there are two applicants, they will be interviewed the week of 9/25 and hopefully the position will be filled on October 18.

Joe Peters, medic, is moving to part-time as he has accepted a full-time position closer to home. His current commute to us is 4 ½ hours (one way). Joe was in an EMT position and is moving to part-time will open up a full-time EMT spot.

A full-time EMT position has been flown internally and two part-time EMTs are interested and will be interviewed in October.

Recently opened up the position of part-time EMT with CLSD and had 8 qualified applicants. Interviews were done last week (lead Meg Rosecrans and joined by Malay Thaker, Katherine Wells and Dominic Camozzi)

Have not finalized the hiring options yet taking into account operational need

Managed all scheduling for the ambulance, maintaining service response at two fully staffed ALS ambulances 24/7

Vehicle update

Closer to saying yes to a new van style ambulance. Will see one in person the week of 9/25.

Tina Daniels and Dominic Camozzi are at the national EMS Expo in New Orleans and they will also check out the ambulances and other products.



September 2023 Training Captain's Report

- Mobile Health Clinic Development w/MHA
 - Delivery of vehicle taken on September 14th at 1000 with formal reception and open house viewing.
 - Developing and Planning MHC driver and operator training for MHA and CLSD staff, currently on going.
 - Working with MHA on the development of Medical Assistants (MA's) to assist and staff the MHC with EMT/Paramedics.
- Completion and Implementation of Release at Scene – Alternative Care Pathway policy, form and training platform with understanding by CVEMSA
 - With CVEMSA's acknowledgement of application, CLSD will enter a 6-month tracking, audit, and review of policy.
- Planning and preparation for CLSD/REMSTC's first ever EMS conference offered up to all providers within the District.
 - The Cardiac Symposium took place on August 26th from 1000 to 1400 in the Bill Platt Training Center with CLSD's Medical Director, Dr. Tuck Bierbaum presenting on adult cardiac issues and Dr. Marc Berg of Stanford presenting on pediatric cardiac issues. Both accepted questions and interaction from the audience.
 - 40 attendees in person and remotely
 - Dr. Berg was a huge success and accepted being a future resource for CLSD
- Preparation and planning for the next NREMT EMR course scheduled for Sept 8th through December 16th, Friday evenings and Saturday mornings.
 - The EMR Course was unfortunately cancelled due to only 4 enrollees.
 - Currently in development is a EMR/EMT Prep course to directly feed the EMT Course scheduled for Jan 2024.
 - This will be a 5-week preparatory course for EMT, serve as a necessary recertification course for EMR's and offer up expanded first aid for those unsure of wanting to take on greater first responder responsibilities.
- Working with EMT's Dominic Camozzi and Jeannie Alexander on the EMR/EMT Prep course curriculum and prep for EMT 2024 course planned for January thru May 2024.
- Continued monthly EMS training for RCVFD, SCVFD and CREST
- SIPQuik cervical collar in service with provider reviews and input.
- As Chairman of SRJC PSTC EMCC board, working on ways to increase student EMS recruitment and retention. Next meeting is October 16th.
- Continued active involvement in local EMS agency (LEMSA) committees: Policy Advisory Committee (PAC), Medical Advisory Committee (MAC), Emergency Medical Care Committee (EMCC), Continuous Quality Improvement (CQI).
 - Attendance and input ensure CLSD retains and expands vital prehospital care medicals, tools and policies.
- Reviewing numerous grant opportunities including those to providing funding for telemedicine for ambulances and mobile health clinic (MHC)

Training Captain (Chris' Outside Associated Activities)

- Moving forward with PPN (Pediatric Pandemic Network) Fellowship program meeting with national mentors on the development of a Pediatric Mental Health Screening Algorithm to be utilized in conjunction with MHC and telemedicine.
 - Algorithm reviewed with Micheline White of MHA to ensure accuracy and appropriateness.
 - Working with Operation Captain to move forward with staff training and implementation.
 - With the lack of resources and support locally, the implementation of the screening tool will assist prehospital providers in making treatment and transport decisions when faced with adolescents in mental health crisis.
 - Once those in need are identified, they are directed to YST support, that utilizes community mentors to take the burden off of school counselors and local therapists.
 - Youth-Nominated Sponsor Team (YST-2) mentorship program to assist adolescents after hospitalization and treatment.
 - Continued attempts to draw in collaboration with local schools and resources.
 - Reviewed implementation with Micheline White of MHA on inclusion of YST support through the mobile health clinic (MHC) telemedicine.
- Continued working on writing an Op-Ed to be published in EMS and Nursing journals speaking for expansion of Community paramedicine in rural and super rural regions.
 - The article will be used to initiate awareness in preparation for meeting with state legislators to reevaluate needs for Community Paramedics in rural and super rural regions.
- Appointed National Association of Emergency Medical Technicians (NAEMT) EMS Advocacy Coordinator for the State of California.
 - NAEMT is the sponsor for EMS on the Hill Day in Washington D.C. where meeting with national legislators to advance bills and funding to benefit EMS and EMS providers.
 - State Coordinator recruits' membership, awareness and support for NAEMT and the bills present to State and federal legislators.
 - Provides exposure, support, and recognition for CLSD on a regional, state and national level, and in regards to super rural or frontier EMS medicine.

**CLSD RUN DATA
PRECEEDING 12 MONTHS**

DATE		INCIDENTS		BILLABLE INCIDENTS		AMBULANCE DISPATCH					TO HOSPITAL TRANSPORTS		FROM UC TRANSPORTS		LANDING 	T&R 	# OF HRS UNAVAIL.	MISSED CALLS
						M	M	M	B	B								
MON	YR					120	122	124*	121*	123*								
Aug	2023	86	92	68	62	65	19	2	0	0	36	32	5	11	7	21	21	0
July	2023	97	81	56	54	72	25	1	1	0	30	36	8	7	11	26	17	0
June	2023	86	65	63	45	65	21	2	1	0	43	25	3	7	6	18	30	1
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
TOTALS		1029	948	750	703	803	230	13	17	1	477	438	98	80	85	234	217	4

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

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

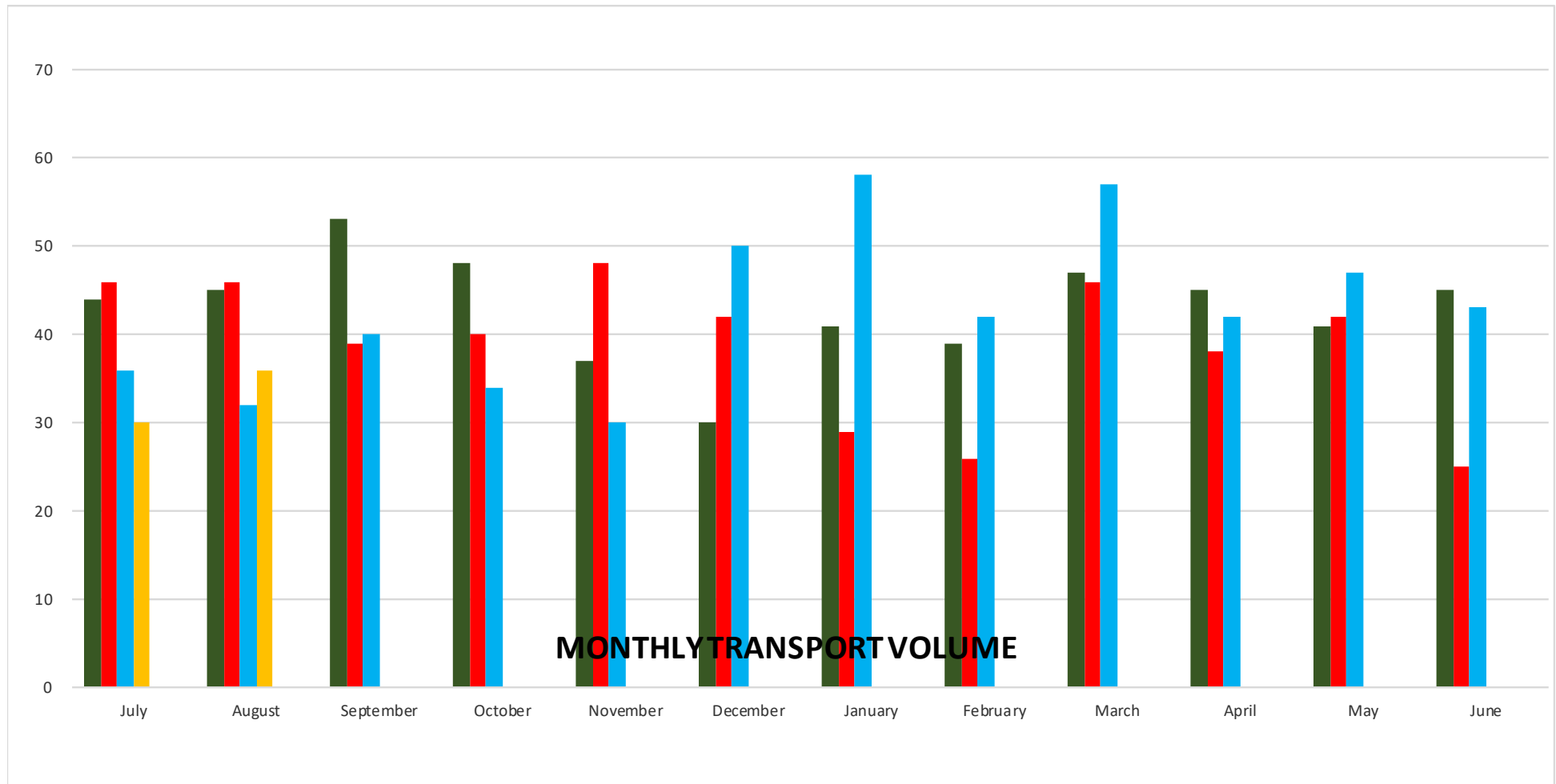
TREAT & RELEASE (T&R) INCLUDES BOTH RELEASED AT SCENE (RAS) AND AGAINST MEDICAL ADVICE (AMA)

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

AN EMPTY BOX MEANS MISSING DATA

MONTHLY AMBULANCE TRANSPORT DATA

Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
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	43
2023 - 2024	30	36										



MONTHLY AMBULANCE DATA

Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
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	63
2023 - 2024	56	68										

