

### **AGENDA**

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

>>> Monday November 27, 2023 - 4:00 PM<<<

Board meetings will also be available via teleconference.

 $Meeting\ Link:\ https://clsd.my.webex.com/clsd.my/j.php?MTID=md3177eb8e6c8fe92583ed56bd867138c$ 

1.	Call to Order	Beaty
2.	Adoption of the agenda	Beaty
3.	Minutes Approval: a. October 23, 2023 Board Meeting	Beaty
4.	Privilege of the floor	Beaty
5.	New Business:  a. Senate Bill 165-Local Agency Special Tax and Bond Accountability Act i. Final Levy Report FY24 CLSD EMS and UC Tax	Crowl
6.	Old Business:  a. Inadvertent Parcel Tax Bills in Ft. Ross b. DA Proposed PTO Increase	Crowl BOD
7.	Reports:  a. BOD Goals Updates b. RCMS Update c. DA and Captains d. Finance: YTD i. Ambulance revenue – Wittman YTD ii. Expenses e. Ambulance run data/CLSD Activity	Beaty/Tittle Tilles Golly/Ottolin Crowl
8.	Other: a. New Ambulance	
9.	Shout out:	Open
10.	NEXT BOD MEETINGS: December 25 <sup>th</sup> , 2023 January 22 <sup>nd</sup> , 2024	

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, October 23<sup>nd</sup>, 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 and Tittle. Also present: District Administrator Dave Crowl, Captain Bronwyn Golly, EMT Dominic Cammozi, EMT Malia Reese, EMT Joey Beak, EMT Delana Alvarez and Leslie Bates.

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

**Approval of Minutes:** Director Schwartz moved to approve the September 25<sup>th</sup>, 2023 minutes with a spelling correction and was seconded by Director André. All ayes.

**Privilege of the Floor:** Bronwyn introduced the new part time EMT hires to the board. Joey Beak, Delana Alvarez, Chris Dilks and Malia Reese were all introduced to the community.

#### **New Business:**

- a. Form 700 and Oath- CLSD did not file the Form 700 for last year. Dave checked with the counties and they should have this year's Form 700 ready before the new year. The county advised all Directors should take a new oath when we have the new Form.
- b. Sonoma County Tax initiative- CLSD is not eligible for these funds. Theses funds will help with fire protection and response in Sonoma County. There is also funding allocated in this tax initiative for REDCOM dispatch funding. See page 4

### **Old Business**

- a. New Ambulance- A new ambulance was presented and different funding options were discussed. The Finance Committee will be tasked with selecting a funding option. See page 5-6
- b. District Administrator proposed PTO change was tabled until next months meeting.

### Reports:

- a. BOD Goals Updates, see page
- b. Mendocino Resilience Meeting- Director Schwartz attended this meeting representing GMAC. There is funding available from the county for a variety of applications Director Schwartz wanted the BOD to be aware of the possibility of CLSD utilizing some of these funds. Director Beaty asked if Director Schwartz wanted to explore the possibility and report back to the BOD.
- c. Operation and Training Captain's Report, see page
- d. Finance: YTD
  - i. Ambulance Revenue- Net payments for September 2023 was \$100,656 with A/R of \$395,327.
  - ii. Expenses- Expenses remain within budgeted range. See page 9
- e. Ambulance run data/CLSD Activity- September had 33 transports and 55 billable incidents. See pg 10
- f. Other: Captain Golly presented the shift scheduling system and chain of command to the BOD.

g.

### Other:

- c. Turkey Day Planning- as per tradition, the CLSD BOD will be cooking for the on-duty crews. A menu was created and an email confirming the drop off schedule will be sent. .
- c. December BOD Meeting- cancelled due to Christmas

### **Shout Out:**

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

November 27<sup>th</sup>, 2023January, 2023

Adjournment: Adjourned at 5:23PM

Minutes Approved:

\_\_\_\_\_(Date)\_\_\_\_\_

# COAST LIFE SUPPORT DISTRICT

Fiscal Year 2023/24 Final Levy Summary Report For:

EMERGENCY MEDICAL SERVICES AND URGENT CARE SPECIAL TAX

October 2023

Prepared by:



nbsgov.com

### FISCAL YEAR 2023/24 LEVY SUMMARY

Coast Life Support District (the "District") was established in 1986 by Chapter 375 of the Statutes of 1986. The District furnishes, operates, and maintains emergency medical services, ambulance, life support, and transport equipment and services to areas within Mendocino and Sonoma County. The District has two voter-approved special taxes. These special taxes include an Urgent Care ("UC") special tax and an Emergency Medical Services ("EMS") special tax.

The EMS Special Tax, passed through Resolution No. 161 by the Board of Directors (the "Board") on November 28, 2006, and approved by voters within the District in March of 2007, imposed a special tax of \$32 per unit. In March of 2012, the voters authorized the District to increase the EMS Special Tax to \$44 per unit. In May of 2020, the voters authorized a further increase (affirmative vote of 81%) in the EMS Special Tax to \$61 per unit through Resolution No. 267, passed by the Board in June of 2020. The current tax is levied per the schedule of units per land use found in Resolution No. 206.

The UC Special Tax, passed through Resolution No. 68 by the Board on March 3, 1997, and approved by voters within the District in June of 1997, imposed a special tax of \$18 per unit. In April 2014, the voters approved an increase of the UC Special Tax up to \$74 per unit. Resolution No. 68 set forth a schedule of land use categories of zero, one, or two units per parcel.

The tax structure for the EMS and UC Special Taxes are laid out in the following tables. Each parcel is assigned a unit count according to its County-assigned Land Use.

The following table shows a breakdown of the total levy for Fiscal Year 2023/24 by County and Special Tax.

County	Special Tax	Parcel Count <sup>)</sup>	FY 2023/24 Levy
Mendocino <sup>(1)</sup>	EMS	3,326	\$666,974
Mendocino <sup>(1)</sup>	UC	3,326	437,266
Subtotal:			\$1,104,240
Sonoma <sup>(2)</sup>	EMS	3,109	549,244
Sonoma <sup>(2)</sup>	UC	3,108	410,034
Subtotal:			\$959,278
Totals:			\$2,063,518

- (1) All parcels in Mendocino County were levied the EMS and UC special tax.
- (2) One parcel in Sonoma County is exempted from the UC special tax but not the EMS special tax per the District.

### NBS

Melissa Ellico, Administrator Darrylanne Zarate, Project Manager Tim Seufert, Client Services Director



## SB 165: LOCAL AGENCY SPECIAL TAX AND BOND ACCOUNTABILITY ACT

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (the "Act"). This Act requires that any local special tax or local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001, in accordance with Section 50075.1 or Section 53410 of the California Government Code.

Some of the requirements of the Act are handled at the formation of the Special Tax District and others are handled through annual reports. This section of this report intends to comply with Section 50075.3 of the California Government Code that states:

"The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain all of the following:

- 1. The amount of funds collected and expended.
- 2. The status of any project required or authorized to be funded as identified in subdivision (a) of Section 50075.1."

The requirements of the Act apply to the Funds for the following:

Coast Life Support District
Urgent Care
8 Emergency Medical Services
Special Tax Established June 3, 1997
Special Tax Established March 6, 2007

### **Purpose of Special Tax**

The Urgent Care ("UC") Special Tax will levy a tax on parcels of real property that are within the Coast Life Support District to augment funding for urgent medical services. The Emergency Medical Services ("EMS") Special Tax will levy a tax on parcels of real property that are within the Coast Life Support District to augment funding for furnishing, operating and maintaining emergency medical services, ambulance, life support, and transport equipment and services. Both Service Projects are ongoing on an annual basis.

### **Collections & Expenditures**

Fund	6/30/2022 Balance	Amount Collected <sup>(1)</sup>	Amount Expended <sup>(2)</sup>	6/30/2023 Balance
UC	\$0.00	\$829,836.00	\$829,836.00	\$0.00
EMS	0.00	1,186,938.00	1,186,938.00	0.00

- (1) Equal to the Fiscal Year 2022/23 levy amount, not accounting for delinquencies, if any.
- (2) Amount Expended is the difference between Total Amount Collected and 6/30/2023 Balance.





### Timeline CLSD Annexation of Ft. Ross School District "the affected territory"

March 23, 1994 – CLSD Resolution 43 the Fort Ross School District boundaries were annexed by Coast Life Support District as the southern taxing boundaries.

April 21, 2004 – Resolution Resolution 136 allows CLSD to exempt properties from the CLSD parcel taxes that are "not serviced by CLSD ambulance response".

September 22, 2004 – Sonoma County Commissioner Resolution 2452 which sets CLSD taxing boundaries in the south as the Ft. Ross School District boundaries.

November 3, 2004 – Public meeting held at Sonoma County Administration building in Santa Rosa. This meeting allowed residents that were in the Ft. Ross School District boundaries but were not serviced by CLSD ambulance to request to "opt out" of the CLSD UC and EMS tax.

2005 – CLSD District Administrator, Nick Scanlon Hill, finalized the parcel tax list utilizing CLSD Resolution 136 to exempt parcels not serviced by CLSD in the "affected territory". CLSD administrated the tax and utilized this data base as the taxing district for CLSD.

2008 – CLSD District Administrator, Scott Foster, hired NBS to administrate the CLSD parcel tax. The parcel tax list that Nick Scanion-Hill created was given to NBS.

2012 – NBS audited the CLSD database and added parcels that were identified as being within the CLSD boundary, but missing from the database. The added parcels were designated as "exempt" with no further notes or source documents to support the exemption.

April 6, 2020 – CLSD Measure J ballots were sent out to the entire district on record in both Mendocino and Sonoma Counties. Sonoma County utilized the parcel tax map on record for ballot mailing including the entire Ft. Ross School District. The excluded parcels were never notified to Sonoma County.

July 2023 – An annual audit was performed by NBS on CLSD parcel taxes. NBS applied the methodology of the special tax to all taxable parcels. During this time, there was no clear indication of why some parcels had a designation of "exempt." Additionally, the methodology defines exempt parcels as government/public entities. There was no information on record that formally exempted parcels that were other than government/public entities.

October 23, 2023 – CLSD notified of complaints from parcel owners in the "affected territory".

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### **Deposits Into Your Leave Account**

PTO is calculated according to the employees scheduled work schedule. Employees work a variety of schedules at Coast Life Support District. The current options of PTO accrual rates per pay period are:

- Full-time average 56 hours a week 11.08 hours, equals 288.08/yr
- Full-time 48 hours a week 9.23 hours, equals 239.98/yr
- Full-time 40 hours a week 7.69 hours, equals 199.94/yr
- Half-time 24 hours scheduled a week 4.62 hours, equals 120.12/yr

Employees are eligible to accrue up to 2 years (26 pay periods x 2) of PTO at their scheduled rate.

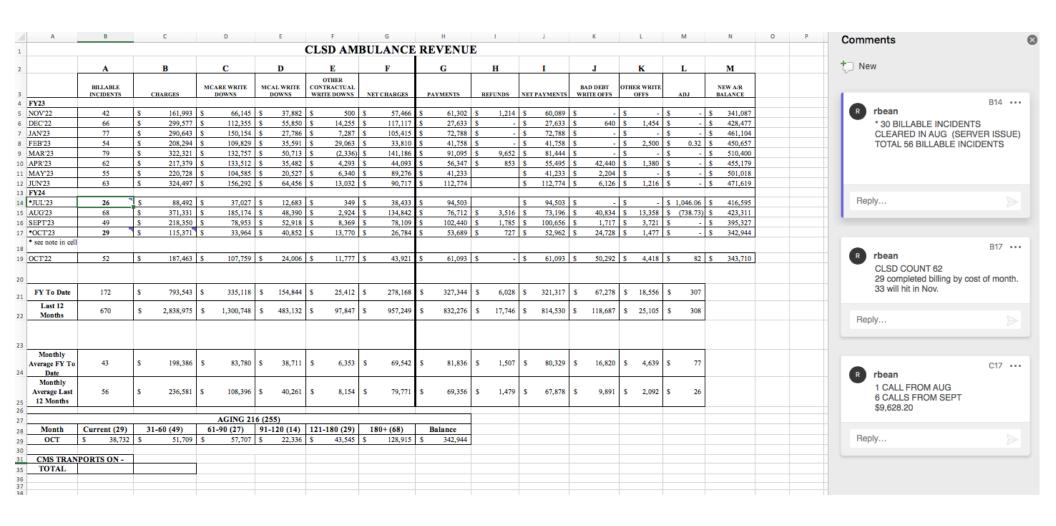
The following is the max accrued PTO hours that can be banked.

- · Full-time 56hrs = 576.16 hrs.
- Full-time 48hrs = 443.04 hrs.
- Full-time 40hrs = 399.88 hrs.
- Half-time 24hrs = 240.24 hrs.

Once you reach the maximum accrual amount, you will not accrue any additional PTO until your PTO hours are used. Any PTO time lost after maximum accrual amount is final and will not be retroactively credited.

CLSD does not require that you keep a minimum amount of banked PTO hours available. You are encouraged to keep a self-determined amount available in case of an emergency or injury.

District Administrator Contract: Specifies 3 weeks vacation a year with sick time "California regulations". Current DA PTO accrual rate: 4.6 hrs per 2 week pay period



9:27 AM 11/09/23 Accrual Basis

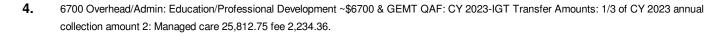
## Coast Life Support District Profit & Loss Budget Overview FY24

July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
rdinary Revenue/Expense Revenue				
4000 · CLSD Special Taxes	765,885.89	765,885.89	0.00	100.0%
4200 · Ambulance Revenue	253,276.86	266,666.64	-13,389.78	95.0% 2
4400 · Miscellaneous Revenue	7,725.00	6,666.64	1,058.36	115.9%
4410 · Intergovermntl Transport(IGT) 4420 · Ground Emerg Med Transport	100,000.00	100,000.00 100,000.00	0.00	100.0% 100.0%
Total Revenue	1,226,887.75	1,239,219.17	-12,331.42	99.0%
Expense 5000 · Wages and Benefits	623,585.60	637,458.26	-13,872.66	97.8%
5000TD · Wages & Bene-Training Division	45,132.28	65,368.81	-20,236.53	69.0%
6000 · Ambulance Operations	68,739.22	63,416.72	5,322.50	108.4% 3
6000TD · Training Division Operations	0.00	250.00	-250.00	0.0%
6700 · Overhead/Administration	96,554.81	68,900.44	27,654.37	140.1% 4
6700TD · Overhead/Admin-T.Division	1,716.62	833.36	883.26	206.0%
6971 ⋅ IGT 7000 ⋅ Urgent Care	0.00 278,792.12	80,000.00 278,789.48	-80,000.00 2.64	0.0% 100.0%
8000 · Interest Expense	0.00	266.64	-266.64	0.0%
9500 · Depreciation Expense	43,390.64	43,390.64	0.00	100.0%
Total Expense	1,160,510.02	1,238,674.35	-78,164.33	93.7%
Net Ordinary Operating Surplus	66,377.73	544.82	65,832.91	

<ol> <li>Total 4000- CLSD Special Taxes- Accrual for FY24. Expect 1st installment Dec/J</li> </ol>
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**<sup>3.</sup>** 6000 Amb Ops:6210 Veh Repair: Had several Ambulance repairs, medical supplies & fuel continue to be leading factors in higher than anticlpated expenses.



<sup>2.</sup> NET BILLING: \*Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L).

FY 24 Cash Projection	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	ОСТ
Bank balance 10/31/2023	132,905	(70,287)	282,521	710,549	507,357	304,165	656,973	1,085,001	881,809	678,617	475,425	272,233
Prop Tax EMS/UC		556,000	631,220			556,000	631,220					
GEMT 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	(70,287)	282,521	710,549	507.357	304,165	656.973	1,085,001	881,809	678.617	475,425	272,233	69,041

Schwab 425,000

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

## CLSD RUN DATA PRECEEDING 12 MONTHS

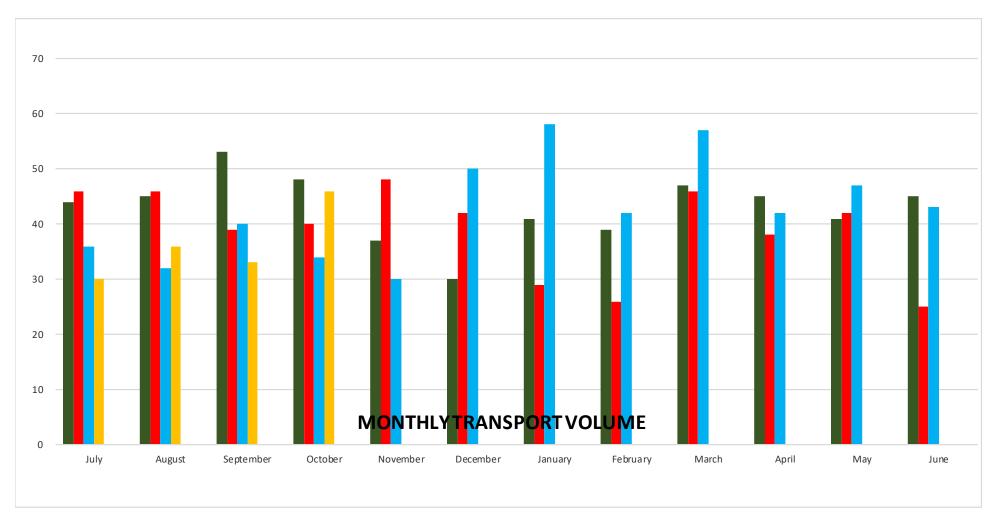
						AN	AMBULANCE DISPATCH					го	FRO	M	LANDING	T&R	#	#
DATE		INCID	ENTS	BILL	ABLE	M M M B B		HOSPITAL UC		С		-	OF HOURS	MISSED				
MON	YR			INCIE	ENTS	120	122	124*	121*	123*	TRAN	SPORTS	TRANS	PORTS		<b>?</b>	UNAVAIL.	CALLS
Oct	2023	102	74	62	52	76	21	3	2	0	33	28	13	4	12	16	21	0
Sep	2023	72	94	55	75	58	13	2	1	0	33	36	5	10	10	12	12	0
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
TOT	ALS	1035	944	740	691	798	226	15	17	1	479	423	102	79	97	212	214	3

#### 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	33	46								



### 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	55	62								

