

# CLAST LIFE SUPPORT DISTRICT



## AGENDA

### REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS

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

>>> **Monday June 24, 2024 – 4:00 PM**<<<

Board meetings will also be available via teleconference.

Meeting Link: <https://clsd.my.webex.com/clsd.my/j.php?MTID=m93230ffa50b0bed926f464f612bed8b0>

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval:
  - a. May 20, 2024 Board Meeting Beaty
4. Privilege of the floor Beaty
5. New Business:
  - a. RCMS Urgent Care Financial Presentation Crowl
6. Old Business:
  - a. Resolution 303: Proposition 4 limits for FY25 Crowl
  - b. Final FY23 Audit Crowl
  - c. CLSD Bylaws Schwartz
7. Reports:
  - a. Operations: New ambulance and paramedic school Golly
  - b. Finance: YTD Crowl
    - i. Ambulance revenue – Wittman YTD
    - ii. Expenses
  - c. Ambulance run data/CLSD Activity Crowl
8. Shout out: Open
9. **NEXT BOD MEETINGS:**  
July 22<sup>nd</sup>, 2024  
August 26<sup>th</sup>, 2024
10. Adjourn

**BOARD OF DIRECTORS  
MEETING MINUTES  
MONDAY, May 20, 2024**

Location: 38901 Ocean Drive Bill Platt Training Room, CLSD Headquarters, Gualala, CA 95445.  
Teleconference Meeting Link: <https://clsd.my.webex.com/clsd.my/j.php?MTID>.

**BOD Present:** Geoff Beaty, Michael Tilles, Naomi Schwartz, Julie Bower, Carolyn Andre, Cathleen Crosby, Leslie Tittle

**Staff Present:** Dave Crowl, District Administrator, Bronwyn Golly, Operations Manager

**Also present:** Leslie Bates, RCMS BOD Chair

Minutes by: Naomi Schwartz, BOD Secretary

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Meeting called to order at 3:59 PM by BOD President Beaty

**After review, the Meeting Agenda was unanimously approved.**

**After review, the minutes of the April 22, 2024, BOD meeting were unanimously approved.**

**1. Old Business**

- a. Resolution #302 Adoption of FY25 Budget  
After discussion and review, the FY25 Budget was passed unanimously.
- b. By Laws discussion.  
After discussion by the BOD, it was agreed that Director Bower would review the By Laws and bring back to the BOD suggested changes for further consideration.

**2. Reports**

- a. BOD Goals report was tabled until the June 2024 meeting.
- b. There was a discussion about the digital Board Handbook. The discussion will continue with Director Tittle leading. It was agreed that the digital Board Handbook would be exclusively for the Board Directors with a link to same when they join the BOD.
- c. Director Tilles reported on RCMS which is fully staffed with care providers. Their cash position and budget remain good. They are now focusing on Primary Care accessibility.
- d. DA Crowl presented the Expense Summary report, Ambulance Run Data reports and the Ambulance Revenue report. All were reviewed and found acceptable.

**3. Closed Session: 5:07 PM to 5:40 PM**

- a. Discussion about staff salaries and the District Administrator's annual evaluation.  
BOD President Beaty will meet with DA Crowl to review the BOD unanimous decisions.

**4. Next BOD MEETINGS:**

June 24, 2024  
July 22, 2024  
August 26, 2024

**The meeting was adjourned at 5:40 PM** (see item #3 Closed Session)

**COAST LIFE SUPPORT DISTRICT  
RESOLUTION No. 303**

**RESOLUTION OF THE BOARD OF DIRECTORS OF COAST LIFE SUPPORT  
DISTRICT, STATE OF CALIFORNIA, ADOPTING THE PROPOSITION 4  
APPROPRIATION LIMIT FOR THE FISCAL YEAR 2024-2025**

WHEREAS, each fiscal year a Proposition 4 limit must be established; and

WHEREAS, Proposition 111, Article XIII B, requires the Board of Directors of the Coast Life Support District to choose and adopt a certain method to increase this limit every year; and

WHEREAS, the Coast Life Support District had approved and adopted an Appropriation Limit for Fiscal Year 2023-2024 of \$3,049,773; and

WHEREAS, the Coast Life Support District has chosen the California Per Capita Personal Income and the Sonoma County Population Change Percentage factors in establishing the Proposition 4 limit; and

WHEREAS, the Board of Directors of the Coast Life Support District, now accepts the Sonoma County Treasurer's calculation for the Appropriation Limit to be \$3,151,642 based on sum of the tax income increase and the annual percentage change for the California Per Capita Personal Income which is 3.62% and the local population growth change which is 0.17%,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coast Life Support District hereby adopts a new Appropriation Limit in the amount of \$3,151,642 for the Fiscal Year 2024-2025,

THE FOREGOING RESOLUTION was introduced by Director Beaty, who moved its adoption, seconded by Director Schwartz, and then adopted by the following vote on the 24<sup>th</sup> day of June, 2024,

Directors:	André	Aye	No	Abstain	Absent
	Beaty	Aye	No	Abstain	Absent
	Bower	Aye	No	Abstain	Absent
	Crosby	Aye	No	Abstain	Absent
	Schwartz	Aye	No	Abstain	Absent
	Tilles	Aye	No	Abstain	Absent
	Tittle	Aye	No	Abstain	Absent

Ayes:                      Noes:                      Abstain:                      Absent:

WHEREUPON, the President declared the foregoing RESOLUTION adopted and

SO, ORDERED

\_\_\_\_\_  
Naomi Schwartz, Secretary to the Board

April 30, 2024

Dear Fiscal Officer:

### Price Factor and Population Information

#### Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2024, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2024-25. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2024-25 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

#### Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. [California Revenue and Taxation Code section 2228](#) provides additional information regarding the appropriations limit. [Article XIII B, section 9\(C\) of the California Constitution](#) exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

#### Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2024.** Please note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s Richard Gillihan

RICHARD GILLIHAN  
Chief Operating Officer

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2024-25 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2024-25	3.62

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2024-25 appropriation limit.

**2024-25:**

Per Capita Cost of Living Change = 3.62 percent  
Population Change = 0.17 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.62 + 100}{100} = 1.0362$

Population converted to a ratio:  $\frac{0.17 + 100}{100} = 1.0017$

Calculation of factor for FY 2024-25:  $1.0362 \times 1.0017 = 1.0379$

"P1" CALCULATION OF APPROPRIATION LIMITS

	23-24	24-25
PER CAPITA INCREASE	1.0444	1.0362
POPULATION CHANGE	0.9947	0.9973
POPULATION FACTOR USED	(COUNTY TOTAL)	(COUNTY TOTAL)

FIRE DISTRICTS:

71301 RANCHO ADOBE	7,768,620 *	8,028,109
71451 GRATON	1,857,755	1,919,808
71551 KENWOOD	840,505	868,580
71601 MONTE RIO	1,262,733	1,304,911
71750 SCHELL-VISTA	2,227,371	2,301,770
71801 GOLD RIDGE	15,000,000 *	15,501,034
71901 SONOMA COUNTY FIRE DISTR	38,437,993	39,721,909
71951 NORTHERN SONOMA COUNTY	3,736,992 *	3,861,816
72001 TIMBER COVE	316,125	326,684
72051 CLOVERDALE	2,385,359	2,465,035
72751 NORTH SONOMA COAST	3,736,992	3,861,816
72901 SONOMA VALLEY FIRE DISTRICT	23,407,177	24,189,030
<b>SUBTOTAL</b>	<b>100,977,622</b>	<b>104,350,502</b>

REC & PARK DISTRICTS:

72151 CAMP MEEKER	357,192	369,123
72251 MONTE RIO	424,788	438,977
72301 RUSSIAN RIVER	735,305	759,866
<b>SUBTOTAL</b>	<b>1,517,285</b>	<b>1,567,966</b>

OTHER DISTRICTS:

72550 OCCIDENTAL CSD	498,755	515,415
72601 CAZADERO CSD	449,707	464,728
72701 COAST LIFE SUPPORT	3,049,773	3,151,642
74501 SONOMA COUNTY TRANSPORTATION AUTHORITY	62,385,439	64,469,254
74807 SONOMA COUNTY LIBRARY	52,554,990 *	54,310,445
76151 FORESTVILLE WTR	228,418	236,048
76901 BODEGA BAY P.U.D.	967,585	999,905
77051 NO SO CO HOSPITAL	22,680,696	23,438,283
78350 SMART	169,517,285	175,179,545
<b>SUBTOTAL</b>	<b>312,332,648</b>	<b>322,765,265</b>

<b>TOTAL LOCAL BOARDS</b>	<b>414,827,555</b>	<b>428,683,733</b>
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\*Figure Adopted by district replaces limit calculated by the Auditor's Office.

**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	AB 716	NET CHARGES	PAYMENTS	REFUNDS	NET PAYMENTS	BAD DEBT WRITE OFFS	OTHER WRITE OFFS	ADJ	NEW A/R BALANCE
<b>FY23</b>							\$ -							
JUN'23	63	\$ 324,497	\$ 156,292	\$ 64,456	\$ 13,032	\$ -	\$ 90,717	\$ 112,774		\$ 112,774	\$ 6,126	\$ 1,216	\$ -	\$ 471,619
<b>FY24</b>														
*JUL'23	64	\$ 220,124	\$ 37,027	\$ 12,683	\$ 349	\$ -	\$ 170,065	\$ 94,503		\$ 94,503	\$ -	\$ -	\$ 1,046.06	\$ 416,595
AUG'23	68	\$ 239,698	\$ 185,174	\$ 48,390	\$ 2,924	\$ -	\$ 3,210	\$ 76,712	\$ 3,516	\$ 73,196	\$ 40,834	\$ 13,358	\$ (738.73)	\$ 423,311
SEPT'23	49	\$ 218,350	\$ 78,953	\$ 52,918	\$ 8,369	\$ -	\$ 78,109	\$ 102,440	\$ 1,785	\$ 100,656	\$ 1,717	\$ 3,721	\$ -	\$ 395,327
*OCT'23	62	\$ 235,995	\$ 33,964	\$ 40,852	\$ 13,770	\$ -	\$ 147,408	\$ 53,689	\$ 727	\$ 52,962	\$ 24,728	\$ 1,477	\$ -	\$ 342,944
NOV'23	49	\$ 153,535	\$ 101,243	\$ 46,704	\$ 6,139	\$ -	\$ (551)	\$ 41,685		\$ 41,685	\$ 10,149		\$ -	\$ 411,183
DEC'23	53	\$ 215,968	\$ 109,438	\$ 20,370	\$ 11,580	\$ -	\$ 74,579	\$ 70,781	\$ 359	\$ 70,422	\$ 23,710	\$ 500	\$ 1,201.61	\$ 392,332
JAN'24	44	\$ 167,921	\$ 69,381	\$ 19,919	\$ 11,871	\$ -	\$ 66,750	\$ 49,322	\$ 959	\$ 48,363	\$ -	\$ 727	\$ -	\$ 409,992
FEB'24	61	\$ 241,696	\$ 119,867	\$ 36,037	\$ 5,491	\$ -	\$ 80,302	\$ 41,251	\$ -	\$ 41,251	\$ 8,531	\$ 4,020	\$ 0.38	\$ 436,493
MAR'24	64	\$ 285,888	\$ 96,015	\$ 39,429	\$ 10,942	\$ 11,511	\$ 127,990	\$ 59,209	\$ 4,904	\$ 54,306	\$ -	\$ 13,562	\$ 28.57	\$ 496,644
APR'24	73	\$ 283,022	\$ 110,293	\$ 41,656	\$ 8,396	\$ 57,021	\$ 65,656	\$ 52,827	\$ -	\$ 52,827	\$ (727)	\$ 727	\$ -	\$ 509,473
May'24	67	\$ 243,954	\$ 102,210	\$ 25,870	\$ 10,682	\$ 38,192	\$ 66,999	\$ 58,996	\$ -	\$ 58,996		\$ 5,083	\$ -	\$ 512,393
* see note in cell														
MAY'23	55	\$ 220,728	\$ 104,585	\$ 20,527	\$ 6,340	\$ -	\$ 89,276	\$ 41,233		\$ 41,233	\$ 2,204	\$ -	\$ -	\$ 501,018

<b>FY To Date</b>	654	\$ 2,506,151	\$ 1,043,566	\$ 384,830	\$ 90,513	\$ 106,724	\$ 880,517	\$ 701,415	\$ 12,249	\$ 689,166	\$ 108,941	\$ 43,175	\$ 1,538
<b>Last 12 Months</b>	717	\$ 2,830,647	\$ 1,199,858.58	\$ 449,285.94	\$ 103,544.52	\$ 106,724	\$ 971,234	\$ 814,189	\$ 12,249	\$ 801,940	\$ 115,066	\$ 44,390	\$ 1,538

<b>Monthly Average FY To Date</b>	59	\$ 227,832	\$ 94,870	\$ 34,985	\$ 8,228	\$ 9,702	\$ 80,047	\$ 63,765	\$ 1,114	\$ 62,651	\$ 9,904	\$ 3,925	\$ 140
<b>Monthly Average Last 12 Months</b>	60	\$ 235,887	\$ 99,988	\$ 37,440	\$ 8,629	\$ 8,894	\$ 80,936	\$ 67,849	\$ 1,021	\$ 66,828	\$ 9,589	\$ 3,699	\$ 128

<b>Mo Avg -FY23 To Date</b>										\$ 60,872		
<b>FY23 Mo. Avg -Last 12 Mo.</b>										\$ 69,224		

AGING 378 (394)							
Month	Current (67)	31-60 (64)	61-90 (59)	91-120 (48)	121-180 (59)	180+ (81)	Balance
MAY	\$ 75,988	\$ 75,863	\$ 54,861	\$ 44,458	\$ 85,820	\$ 175,404	\$ 512,393

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



July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Bud...	% of Budget
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes	1,219,864.43	1,199,191.04	20,673.39	101.7%
4002 · Sonoma County Taxes	938,495.16	906,995.14	31,500.02	103.5%
<b>Total 4000 · CLSD Special Taxes</b>	<b>2,158,359.59</b>	<b>2,106,186.18</b>	<b>52,173.41</b>	<b>102.5%</b> <sup>1</sup>
4100 · Interest Revenue	267.69	0.00	267.69	100.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	823,555.00	733,333.33	90,221.67	112.3%
<b>Total 4200 · Ambulance Revenue</b>	<b>823,555.00</b>	<b>733,333.33</b>	<b>90,221.67</b>	<b>112.3%</b> <sup>2</sup>
4400 · Miscellaneous Revenue	15,087.42	18,333.33	-3,245.91	82.3%
4410 · Intergovernmental Transport(IGT)	275,000.00	275,000.00	0.00	100.0%
4420 · Ground Emerg Med Transport	275,000.00	275,000.00	0.00	100.0%
<b>Total Revenue</b>	<b>3,547,269.70</b>	<b>3,407,852.84</b>	<b>139,416.86</b>	
<b>Expense</b>				
5000 · Wages and Benefits	1,872,837.16	1,753,010.25	119,826.91	106.8% <sup>3</sup>
5000TD · Wages & Bene-Training Division	72,642.47	179,764.49	-107,122.02	40.4%
6000 · Ambulance Operations	194,890.28	174,395.84	20,494.44	111.8%
6000TD · Training Division Operations	101.99	687.50	-585.51	14.8%
6700 · Overhead/Administration	249,547.87	189,475.93	60,071.94	131.7% <sup>4</sup>
6700TD · Overhead/Admin-T.Division	3,947.65	2,291.67	1,655.98	172.3%
6971 · IGT	221,884.00	220,000.00	1,884.00	100.9% <sup>5</sup>
7000 · Urgent Care	766,678.33	766,678.07	0.26	100.0%
8000 · Interest Expense	3,361.81	733.33	2,628.48	458.4%
9500 · Depreciation Expense	119,324.33	119,324.33	0.00	100.0%
<b>Total Expense</b>	<b>3,505,215.89</b>	<b>3,406,361.41</b>	<b>98,854.48</b>	<b>102.9%</b>
 <b>Net Ordinary Operating Surplus</b>	 <b>42,053.81</b>	 <b>1,491.43</b>	 <b>40,562.38</b>	

1. Total 4000- CLSD Special Taxes  
.....
2. NET BILLING: \*Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L).  
.....
3. 5000 & 5000TD - Wages & Benefits Combined:FY24 Budgeted:\$1,932,774.74 Expense: \$1,945,479.63: \$12,704.89 (Higher than budget).  
.....
4. 6700 Overhead/Admin: CY 2023-GEMT Transfer Amounts: 2 of 3 -CY 2023 annual collection amount: Managed care & fee total: \$55,233.72 & CY 2024 -GEMT 1 of 3 payments = 17,526.43. 5.1.24 payment wire \$17,553.45 is reason showing over budget.  
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5. CY 2024-IGT Transfer Amounts: CY 2024 annual collection amount: Managed care \$241,884.00.  
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**CLSD RUN DATA  
PRECEDING 12 MONTHS**

DATE		INCIDENTS		BILLABLE INCIDENTS		AMBULANCE DISPATCH					TO HOSPITAL TRANSPORTS		FROM UC TRANSPORTS		LANDING 	T&R 	# OF HOURS UNAVAIL	# MISSED CALLS
						M	M	M	B	B								
MON	YR					120	122	124*	121*	123*								
May	2024	86	99	67	55	72	14	1	2	0	34	47	6	12	19	17	23	0
Apr	2024	92	85	73	62	71	20	0	1	0	32	34	10	5	12	17	20	0
Mar	2024	88	96	64	54	69	25	1	1	2	43	32	11	8	5	20	20	0
Feb	2024	101	79	74	54	67	28	0	3	3	48	32	10	8	6	20	27	3
Jan	2024	71	91	44	77	56	15	0	0	0	24	58	7	15	8	15	14	0
Dec	2023	77	88	53	67	61	16	0	0	0	42	50	3	10	5	12	14	0
Nov	2023	69	54	51	42	54	15	0	0	0	38	26	4	5	3	10	8	0
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
<b>TOTALS</b>		1027	998	730	699	786	232	12	12	5	436	436	85	102	104	204	227	4

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

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

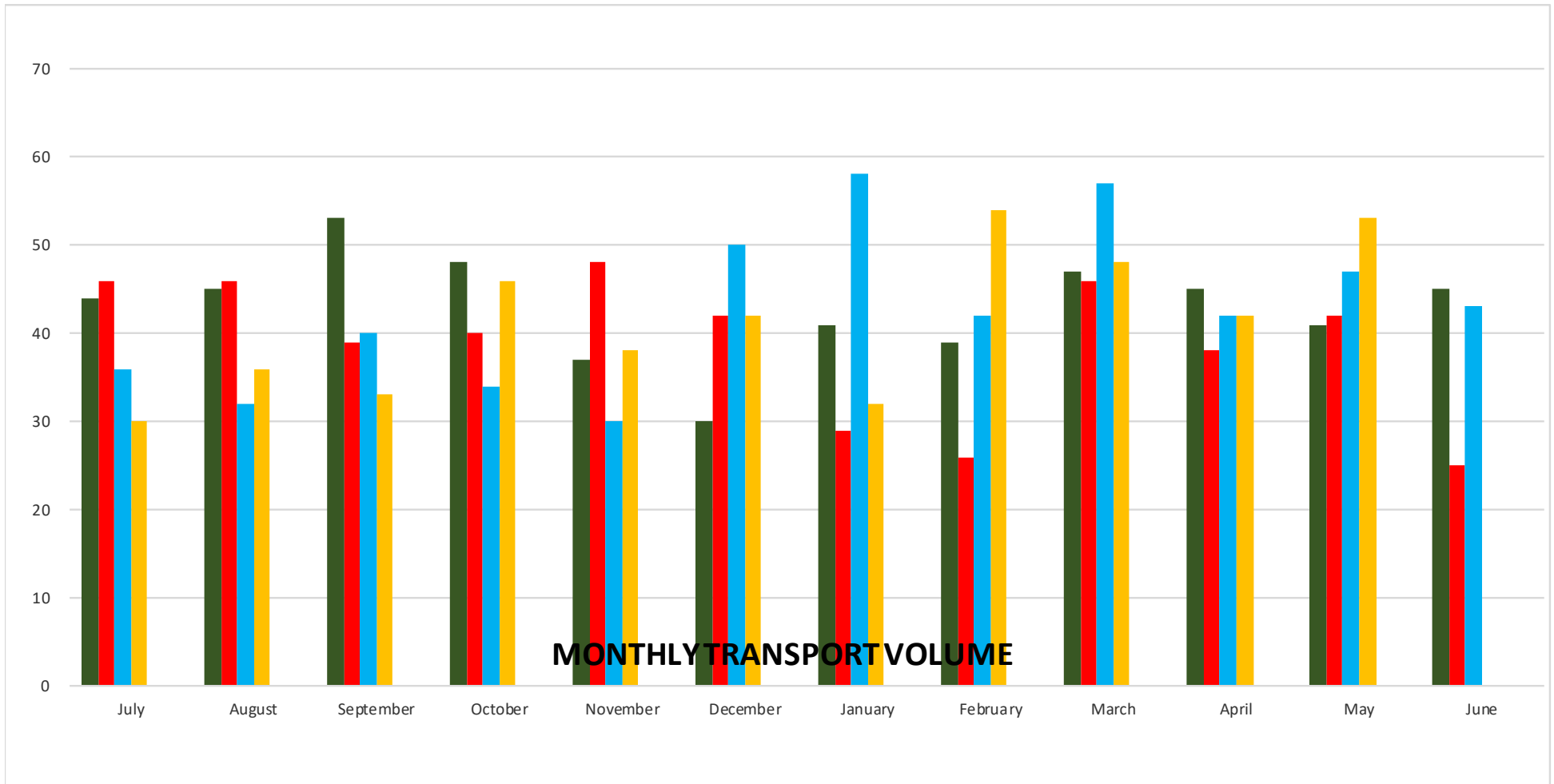
TREAT & RELEASE (T&R) INCLUDES BOTH RELEASED AT SCENE (RAS) AND AGAINST MEDICAL ADVICE (AMA)

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
<i>2020 - 2021</i>	44	45	53	48	37	30	41	39	47	45	41	45
<i>2021 - 2022</i>	46	46	39	40	48	42	29	26	46	38	42	25
<i>2022 - 2023</i>	36	32	40	34	30	50	58	42	57	42	47	43
<i>2023 - 2024</i>	30	36	33	46	38	42	32	54	48	42	53	



**MONTHLY AMBULANCE DATA**

<b>Billable Incidents</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
<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	55	63
<i>2023 - 2024</i>	56	68	55	62	51	53	44	74	64	73	67	

