

CLSD LIFE SUPPORT DISTRICT



Finance Committee

AGENDA

Thursday, October 23, 2024 at 9:00 AM

CLSD Headquarters, 38901 Ocean Drive, Gualala, CA

Meeting Link: <https://clsd.my.webex.com/clsd.my/j.php?MTID=m4d19077ba895eef2db5334ed80ee8585>

- | | |
|--|-------------|
| 1. Call to Order | Tilles |
| 2. Agenda Approval | Tilles |
| 3. Minutes Approval: August 21, 2024 meeting | Tilles |
| 4. Privilege of the floor | Tilles |
| 5. Old Business: <ul style="list-style-type: none">• Insurance review (Update) | Crowl |
| 6. New Business: <ul style="list-style-type: none">• Paycheck and HR Services | Crowl |
| 7. Ambulance revenue – Wittman (YTD) | Crowl |
| 8. Expenses Summary | Crowl |
| 9. Banking and investment review | Crowl |
| 10. Ambulance transport data YTD | Crowl |
| 11. Other: <ul style="list-style-type: none">• REDCOM | Crowl |
| 12. Shout out | Open to all |
| 13. Next Finance Committee Meetings – 9:00 AM. <ul style="list-style-type: none">• November 20, 2024• December 18, 2024 | |
| 14. Adjournment | |



**FINANCE COMMITTEE
MEETING MINUTES
Thursday, August 22, 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: Michael Tilles, BOD Treasurer, Naomi Schwartz, BOD Secretary, Geoff Beaty, BOD President
Staff Present: Dave Crowl, District Administrator

Minutes by: Naomi Schwartz, BOD Secretary

Meeting called to order at 9:02 pm by Treasurer Tilles

After review, the Meeting Agenda was unanimously approved.

After review, the minutes of the July 17, 2024, BOD meeting were unanimously approved.

1. New Business

- a. Kim Maneiro of Cindy Elbert Insurance presented an overview of CLSD insurance coverage. Cindy Elbert Insurance has been covering all of CLSD insurance needs (except Worker’s Compensation) since 2007.

Specifics:

- Property coverage is 100% replacement cost /\$500 deductible
- Coverage for flood, earthquake and fire 100% replacement cost/\$1000 deductible
- All CLSD autos are covered for agreed upon value/ \$500 deductible
- Liability insurance \$1million/\$10 million aggregate
- Cyber liability insurance of \$500,000 no deductible
- Portable equipment coverage 100% coverage/ \$250 deductible
- Umbrella coverage of \$2 million
- Board insurance is covered.

DA Crowl will have exact specifications of this coverage this week.

Pay annually \$24,004

It was agreed that CLSD has adequate insurance coverage from Cindy Elbert Insurance.

It was agreed that the Finance Committee would review this annually.

2. Old Business

- a. Discussion about the need for an Executive Committee resulted in the conclusion that CLSD has never needed one before so it would be left that way.
Discussion about BOD oaths of office, election proceedings and registration would be left for the August meeting of the full BOD.

3. Reports

- a. In the discussion about the Cash Flow Report, DA Crowl expressed concern about needing to pay IGT in November of 2024 and what that would do with CLSD cash flow. It was unanimously decided to request a Line of Credit from Exchange Bank in Santa Rosa.
- b. Banking and Investment Review, Expense Summary Report, Banking and Investment review and Monthly Check Register Report were reviewed and found acceptable.
- c. There was no P/L report due to the last payroll being late.

- d. Review of CLSD Run Data, Monthly Transports, Monthly Ambulance Data and Billable Incidents. CLSD Aging Report was presented. There were questions about the A/R balance which will be reviewed at the next Finance Committee meeting on September 18, 2024. It was agreed that a diagram of AR balances was not necessary.
- e. There was a question about CLSD Ambulance Revenue report: What is the column with AB 716?

4. Other

- a. DA Crawl reported on REDCOM's movement towards becoming a public agency. He anticipates that this will be a great deal of work and that it will cost CLSD more money than we are currently paying.

5. Next meetings:

September 18, 2024

October 16, 2024

Meeting adjourned at 10:25 am

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
FY24														
*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
JUN'24	67	\$ 239,838	\$ 71,593	\$ 51,740	\$ 1,579	\$ 17,497	\$ 97,429	\$ 61,157	\$ 727	\$ 60,430	\$ -	\$ 3,700	\$ -	\$ 545,691
FY25														
JUL'24	73	\$ 248,385.60	\$ 101,701.74	\$ 41,655.23	\$ 6,588.41	\$ 25,784.76	\$ 72,655.46	\$ 82,587.23	\$ 186.10	\$ 82,401.13	\$ -	\$ 7,455.29	\$ 71.48	\$ 528,561.74
AUG'24	72	\$ 310,298.80	\$ 114,906.11	\$ 35,274.44	\$ 10,216.68	\$ 20,797.79	\$ 129,103.78	\$ 81,665.61	\$ 2,225.40	\$ 79,440.21	\$ -	\$ 500.00	\$ -	\$ 577,725.31
SEPT'24	80	\$ 303,426.60	\$ 100,899.82	\$ 76,506.10	\$ 5,425.40	\$ 6,617.88	\$ 113,977.40	\$ 72,748.97	\$ 1,513.41	\$ 71,235.56	\$ 16,349.50	\$ 19,491.43	\$ 2.43	\$ 584,628.65
* see note in cell														
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

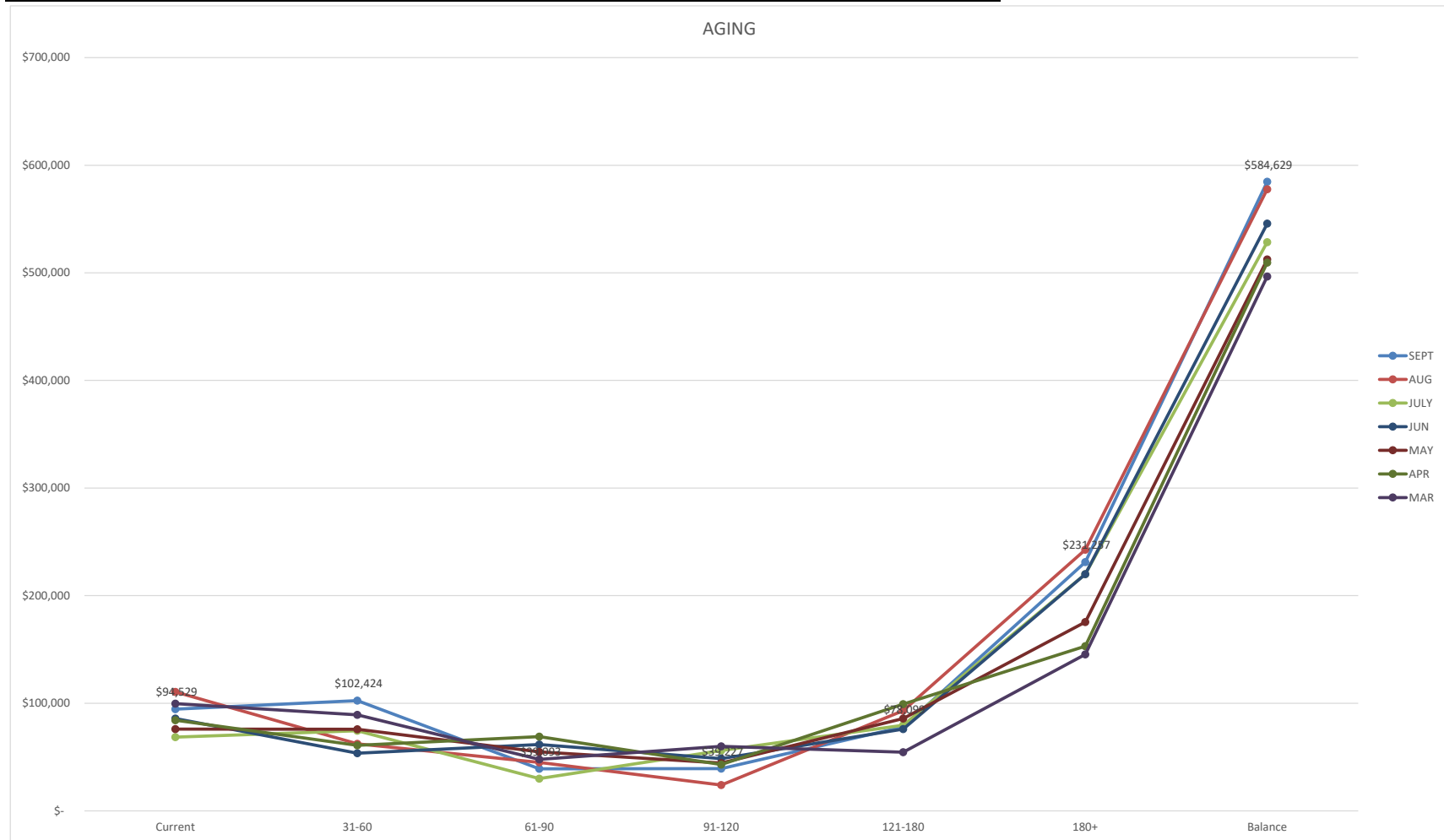
FY To Date	225	\$ 862,111	\$ 317,508	\$ 153,436	\$ 22,230	\$ 53,200	\$ 315,737	\$ 237,002	\$ 3,925	\$ 233,077	\$ 16,350	\$ 27,447	\$ 74
Last 12 Months	765	\$ 2,929,927	\$ 1,131,513	\$ 476,014	\$ 102,680	\$ 177,422	\$ 1,042,298	\$ 725,919	\$ 11,600	\$ 714,319	\$ 82,740	\$ 57,242	\$ 1,304

Monthly Average FY To Date	75	\$ 287,370	\$ 105,836	\$ 51,145	\$ 7,410	\$ 17,733	\$ 105,246	\$ 79,001	\$ 1,308	\$ 77,692	\$ 5,450	\$ 13,723	\$ 25
Monthly Average Last 12 Months	64	\$ 244,161	\$ 94,293	\$ 39,668	\$ 8,557	\$ 14,785	\$ 86,858	\$ 60,493	\$ 967	\$ 59,527	\$ 6,895	\$ 4,770	\$ 109

Mo Avg -FY24 To Date	\$ 89,452
Mo. Avg -SEPT 22- AUG 23-PRIOR Last 12 Mo.	\$ 70,440

AGING 420 (394)							
Month	Current (80)	31-60 (72)	61-90 (59)	91-120 (48)	121-180 (59)	180+ (94)	Balance
SEPT	\$ 94,529	\$ 102,424	\$ 39,093	\$ 39,227	\$ 78,099	\$ 231,257	\$ 584,629
AUG	\$ 110,501	\$ 62,333	\$ 45,035	\$ 24,002	\$ 93,105	\$ 242,749	\$ 577,725
JULY	\$ 68,476	\$ 74,505	\$ 30,007	\$ 56,135	\$ 79,526	\$ 219,912	\$ 528,562
JUN	\$ 85,811	\$ 53,623	\$ 61,650	\$ 48,535	\$ 76,041	\$ 220,031	\$ 545,691
MAY	\$ 75,988	\$ 75,863	\$ 54,861	\$ 44,458	\$ 85,820	\$ 175,404	\$ 512,393
APR	\$ 84,219	\$ 60,932	\$ 68,975	\$ 43,056	\$ 99,180	\$ 153,111	\$ 509,473
MAR	\$ 99,711	\$ 89,237	\$ 47,850	\$ 59,932	\$ 54,557	\$ 145,357	\$ 496,644

FY25
FY24



Coast Life Support District Profit & Loss Budget Overview FY25 JUL-AUG 2025

	Jul - Sep 24	Budget	\$ Over Bud...	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes	583,030.43	583,030.43	0.00	100.0% ¹
4200 · Ambulance Revenue	284,362.58	200,000.06	84,362.52	142.2% ²
4400 · Miscellaneous Revenue	2,880.00	6,250.03	-3,370.03	46.1%
4410 · Intergovermntl Transport(IGT)	125,000.06	125,000.06	0.00	100.0%
4420 · Ground Emerg Med Transport	25,000.03	25,000.03	0.00	100.0%
Total Revenue	1,020,273.10	939,280.61	80,992.49	108.6%
Expense				
5000 · Wages and Benefits	530,166.05	528,891.40	1,274.65	100.2% ³
5000TD · Wages & Bene-Training Division	705.71	15,378.11	-14,672.40	4.6%
6000 · Ambulance Operations	50,543.10	46,937.62	3,605.48	107.7% ⁴
6000TD · Training Division Operations	0.00	187.50	-187.50	0.0%
6700 · Overhead/Administration	76,808.73	52,232.94	24,575.79	147.1% ⁵
6700TD · Overhead/Admin-T.Division	737.02	625.03	111.99	117.9%
6971 · IGT	0.00	45,000.00	-45,000.00	0.0% ⁶
7000 · Urgent Care	209,533.26	209,533.25	0.01	100.0%
8000 · Interest Expense	0.00	750.00	-750.00	0.0%
9500 · Depreciation Expense	32,542.97	32,542.97	0.00	100.0%
Total Expense	901,036.84	932,078.82	-31,041.98	96.7%
Net Ordinary Operating Surplus	119,236.26	7,201.79	112,034.47	

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: FY25 Budgeted as expected.

4. 6000 Ambulance Operations Budgeted as expected.

5. 6700 Overhead/Admin: CY 2024-GEMT Transfer Amounts: 1 of 3 pymts = 18,241.82. 7.15.24 pymt reason showing above budget.

6. CY 2025-IGT Transfer Amounts: CY 2024 annual collection 180,000

**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*								
Sep	2024	98	72	80	55	73	23	3	0	0	56	33	12	5	12	22	21	2
Aug	2024	101	86	72	62	74	24	1	1	0	39	36	2	5	20	25	22	4
July	2024	109	97	75	56	79	26	3	1	0	31	30	4	8	13	25	16	0
June	2024	101	86	69	63	76	24	1	0	0	37	43	9	3	14	22	22	0
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
TOTALS		1095	1007	784	699	828	251	13	11	5	457	449	91	88	129	221	228	9

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

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

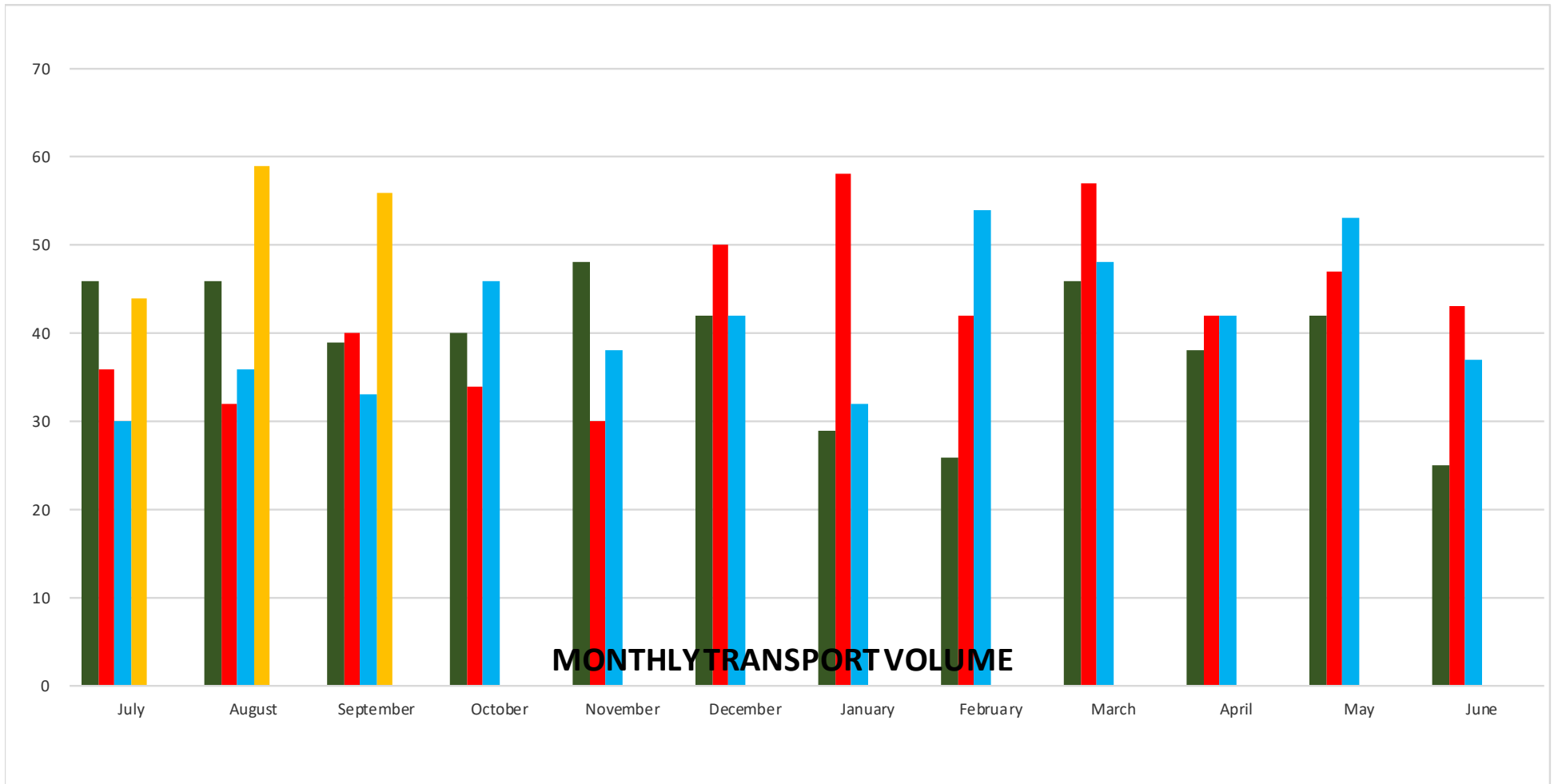
TREAT & RELEASE (T&R) INCLUDES BOTH RELEASED AT SCENE (RAS) AND AGAINST MEDICAL ADVICE (AMA)

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

AN EMPTY BOX MEANS MISSING DATA

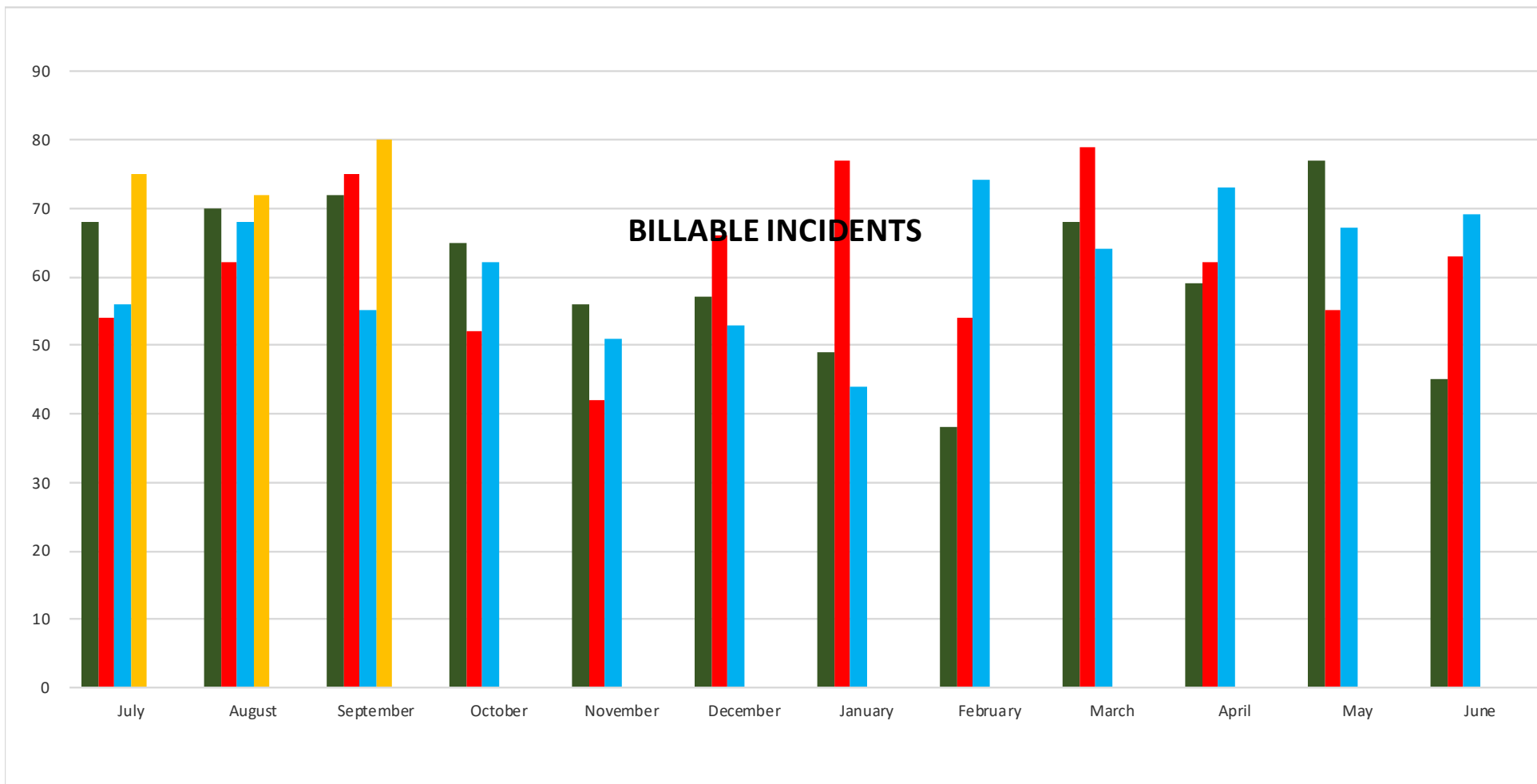
MONTHLY AMBULANCE TRANSPORT DATA

Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
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	38	42	32	54	48	42	53	37
2024 - 2025	44	59	56									



MONTHLY AMBULANCE DATA

Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
<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	69
<i>2024 - 2025</i>	75	72	80									



SEPTEMBER

2024

Runs by Response Request

Response Type Of Service Requested (eResponse.05)	Number of Runs	Percent of Total Runs
911 Response (Scene)	85	86.73%
Interfacility Transport	12	12.24%
Standby	1	1.02%
Total:	98	100.00%

Runs by Dispatch Reason

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Other	25	25.51%
Chest Pain (Non-Traumatic)	6	6.12%
Falls	6	6.12%
Sick Person	6	6.12%
Hemorrhage/Laceration	5	5.10%
Unconscious/Fainting/Near-Fainting	5	5.10%
Abdominal Pain/Problems	4	4.08%
Interfacility Transfer	4	4.08%
Traffic/Transportation Incident	4	4.08%
Traumatic Injury	4	4.08%
Allergic Reaction/Stings	3	3.06%
Automated Crash Notification	3	3.06%
Heart Problems/AICD	3	3.06%
Medical Alarm	3	3.06%
Unknown Problem/Person Down	3	3.06%
Back Pain (Non-Traumatic)	2	2.04%
Breathing Problem	2	2.04%
Convulsions/Seizure	2	2.04%
Headache	2	2.04%
Diabetic Problem	1	1.02%
Drowning/Diving/SCUBA Accident	1	1.02%
MED-F (Medical Facility)	1	1.02%
Overdose/Poisoning/Ingestion	1	1.02%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	1	1.02%
Standby	1	1.02%
Total:	98	100.00%

Runs by Provider Impression

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Traumatic Injury (T14.90)	16	16.33%
Pain (G89.1)	13	13.27%
Dizziness / Vertigo (R42)	12	12.24%
Altered Level of Consciousness (R41.82)	7	7.14%
Chest Pain - Suspected Cardiac (I20.9)	5	5.10%
Syncope/Near Syncope (R55)	5	5.10%
Abdominal Pain / Problems (R10.84)	5	5.10%
Nausea / Vomiting (R11.2)	4	4.08%
Weakness (General) (R53.1)	4	4.08%
Epistaxis (Non-Traumatic) (R04.0)	4	4.08%
Headache (R51)	3	3.06%
Seizure - Post (G40.909)	3	3.06%
Allergic Reaction (T78.40)	3	3.06%
Behavioral / Psychiatric - Disorder/Issue (F99)	2	2.04%
	2	2.04%

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Stroke/CVA (I63.9)	2	2.04%
Alcohol Intoxication (F10.92)	1	1.02%
Chest Pain - Non-cardiac (R07.89)	1	1.02%
COVID-19 Pt had contact with positive tested patient (Z20.828)	1	1.02%
Genitourinary System Issue (Urinary) (N39.9)	1	1.02%
No Apparent Illness/Injury (Adult) (Z00.00)	1	1.02%
OB / Pregnancy Related Complication (O99)	1	1.02%
Overdose / Poisoning / Ingestion (F19)	1	1.02%
Respiratory Distress - Unspecified (J80)	1	1.02%
Total:	98	100.00%

3.5 Runs by Response Disposition

Unit Disposition (3.4=itDisposition.099/3.5=eDisposition.27)	Patient Evaluation/Care (3.4=itDisposition.100/3.5=eDisposition.28)	Crew Disposition (3.4=itDisposition.101/3.5=eDisposition.29)	Transport Disposition (3.4=itDisposition.102/3.5=eDisposition.30)	Reason for Refusal/Release (3.4=itDisposition.103/3.5=eDisposition.31)	Number of Runs	Percent of Total Runs
Patient Contact Made	Patient Evaluated and Care Provided	Initiated and Continued Primary Care	Transport by This EMS Unit (This Crew Only)		56	57.14%
Patient Contact Made	Patient Evaluated and Refused Care (AMA)	Available, Care Refused (AMA/RAS)	Patient Refused Transport	Against Medical Advice	22	22.45%
Cancelled Prior to Arrival at Scene	Not Applicable	Available, No Care Required	No Transport		12	12.24%
Cancelled on Scene	Not Applicable	Available, No Care Required	No Transport		3	3.06%
No Patient Contact					1	1.02%
Patient Contact Made	Patient Evaluated and Care Provided	Initiated and Continued Primary Care			1	1.02%
Patient Contact Made	Patient Evaluated and Care Provided	Initiated Primary Care and Transferred to Another EMS Crew	Transport by Another EMS Unit		1	1.02%
Patient Contact Made	Patient Evaluated, Released at Scene (RAS)	Available, Care Refused (AMA/RAS)	Patient Refused Transport	Released Following Protocol Guidelines	1	1.02%
Patient Contact Made	Patient Support Services Provided	Provided Care Supporting Primary EMS Crew	Transport by Another EMS Unit		1	1.02%
Total:					98	100.00%

3.5 Transported by Destination Report

Disposition Destination Name Delivered Transferred To (aDisposition.01)	Number of Runs	Percent of Total Runs
Sutter Santa Rosa Regional Hospital	42	42.86%
Landing Zone	22	22.45%
Adventist Health Mendocino Coast	12	12.24%
Kaiser Permanente - Santa Rosa	10	10.20%
Santa Rosa Memorial Hospital, Montgomery	7	7.14%
	5	5.10%
	Total: 98	Total: 100.00%

Call Volumes by Day and Hour Report

Incident Day Name	Number of Runs	Percent of Total Runs
Incident Three Hour Range Of Day 24: 00:00:00 - 02:59:59		
Tuesday	1	1.02%
Salurday	1	1.02%
	Total: 2	Total: 2.04%
	Avg: 1.00	
Incident Three Hour Range Of Day 24: 03:00:00 - 05:59:59		
Sunday	1	1.02%
Wednesday	1	1.02%
Thursday	1	1.02%
Saturday	1	1.02%
	Total: 4	Total: 4.08%
	Avg: 1.00	
Incident Three Hour Range Of Day 24: 06:00:00 - 08:59:59		
Sunday	2	2.04%
Monday	1	1.02%
Tuesday	2	2.04%
Friday	1	1.02%
	Total: 6	Total: 6.12%
	Avg: 1.50	
Incident Three Hour Range Of Day 24: 09:00:00 - 11:59:59		
Sunday	6	6.12%
Monday	1	1.02%
Tuesday	1	1.02%
Friday	1	1.02%
Saturday	2	2.04%
	Total: 11	Total: 11.22%
	Avg: 2.20	
Incident Three Hour Range Of Day 24: 12:00:00 - 14:59:59		
Sunday	3	3.06%
Monday	4	4.08%
Tuesday	4	4.08%
Wednesday	4	4.08%
Thursday	2	2.04%
Friday	4	4.08%
Saturday	5	5.10%
	Total: 26	Total: 26.53%
	Avg: 3.71	
Incident Three Hour Range Of Day 24: 15:00:00 - 17:59:59		
Sunday	2	2.04%
Monday	3	3.06%
Tuesday	1	1.02%
Wednesday	3	3.06%

Incident Day Name	Number of Runs	Percent of Total Runs
Thursday	7	7.14%
Friday	3	3.06%
Saturday	4	4.08%
	Total: 23	Total: 23.47%
	Avg: 3.29	
Incident Three Hour Range Of Day 24: 18:00:00 - 20:59:59		
Sunday	3	3.06%
Monday	3	3.06%
Tuesday	2	2.04%
Wednesday	1	1.02%
Thursday	1	1.02%
Friday	2	2.04%
Saturday	8	8.16%
	Total: 20	Total: 20.41%
	Avg: 2.86	
Incident Three Hour Range Of Day 24: 21:00:00 - 23:59:59		
Sunday	2	2.04%
Tuesday	2	2.04%
Wednesday	2	2.04%
	Total: 6	Total: 6.12%
	Avg: 2.00	
	Total: 98	Total: 100.00%
	Avg: 2.51	

Report Criteria

Agency Name (Dagency.03): Is In Coast Life Support District Ambulance

Incident Date: Is Between 09/01/2024 and 09/30/2024

- ☐ DAY CALLS (0900-2100) 80 NIGHT CALLS (2100-0900) 18
- ☐ M122 DISPATCHED 23 times, (24 in August)
- ☐ TOTAL HOURS UNCOVERED 21.4, (21.68 in August)
- ☐ MISSED CALLS 2 (4 in August) TEPD → call not as reported, all canceled - NSEVERD → POV to RCMS
- ☐ M124 3 (1 in August) 1 standby, 2 Calls
- ☐ B121 1
- ☐ B123 1