



## Finance Committee

### AGENDA

Thursday, January 23, 2025 at 9:00 AM

CLSD Headquarters, 38901 Ocean Drive, Gualala, CA

Meeting Link: <https://clsd.my.webex.com/clsd.my/j.php?MTID=mb43600ed58f05894f8026bc05d76fa53>

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|-----|---|-------------|
| 1.  | Call to Order   | Tilles      |
| 2.  | Agenda Approval   | Tilles      |
| 3.  | Minutes Approval:<br>October 23, 2024 meeting, Special Meeting January 6, 2025  | Tilles      |
| 4.  | Privilege of the floor  | Tilles      |
| 5.  | Old Business: <ul style="list-style-type: none"><li>Budget and Cash-Flow review</li></ul>   | Tilles      |
| 6.  | Ambulance revenue – Wittman (YTD)   | Golly       |
| 7.  | Expenses Summary  | Golly       |
| 8.  | Banking and investment review   | Golly       |
| 9.  | Ambulance transport data YTD  | Golly       |
| 10. | Other: <ul style="list-style-type: none"><li>REDCOM</li></ul>   | Golly       |
| 11. | Shout out   | Open to all |
| 12. | Next Finance Committee Meetings – 9:00 AM. <ul style="list-style-type: none"><li>February 19, 2025</li><li>March 19, 2025</li></ul> |             |
| 13. | Adjournment   |             |



**FINANCE COMMITTEE  
MEETING MINUTES  
WEDNESDAY, OCTOBER 23, 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, Treasurer, Geof Beaty, BOD President, Naomi Schwartz, BOD Secretary  
**Staff Present:** Dave Crawl, District Administrator, Bronwyn Golly, Operations Manager (remotely)

Minutes by: Naomi Schwartz, BOD Secretary

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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 August 21, 2024, BOD meeting were unanimously approved.**

**1. Old Business**

- a. DA Crawl spoke with CLSD insurance agent, Kim Maneiro of Cindy Elbert Insurance. She stated that CLSD insurance for hurricanes, earthquake and fire was adequate. (See CLSD August 22, 2024, Minutes for further information.)  
If CLSD wanted to increase its coverage over \$250 sq. ft, it would probably cost \$30,000 more than currently paid. It was suggested that DC Crawl ask similarly constructed buildings like South Coast Fire/North Sonoma Fire/RCMS/ Cloverdale and Cambria what they paid for insurance and report at the next FC meeting.  
OM Golly suggested that CSDA also be contacted for information. Kim Maneiro noted that replacement cost coverage for ambulances would be astronomical. The industry standard is value cost replacement for ambulances.

**2. New Business**

- a. DA Crawl presented the information about Paychex through Exchange Bank to do all of CLSD payroll and HR business. The current cost of this will be approximately \$28,000. It was unanimously decided to present this proposal to the full BOD on Monday, October 28, 2024.

**3. Reports**

- a. Expenses Summary, Cash Flow, Banking Statements, Monthly Check Register, Investment Review and Ambulance Transport Data were reviewed and found to be acceptable. CLSD Run Data report noted 90 more transports than last year.  
CLSD Ambulance Revenue was discussed, and it was noted that even after over \$100,000 in A/R payments were written off, the balance was \$584,462 and that this should be watched.  
It was suggested that Columns C, D, E and AB716 of CLSD Ambulance Revenue be combined into one column for clarity. This was discussed and accepted.  
The Profit & Loss Budget Overview FY25 was reviewed and found acceptable.

4. **Other**

- a. DA Crawl announced that the new ambulance was on site and being outfitted with equipment.

He reported on REDCOM's successful progression from a purely private to a government entity was completed within 120 days. The consulting firm, Tritan Consulting, was noted as being instrumental in this successful change. He also reported that Sonoma County Measure H monies will cover CLSD's expense of utilizing REDCOM.... over \$30,000.

5. **Shout out:** Director Schwartz mentioned Paramedic Megan Rosecrans postings of CLSD information on social media as being particularly deserving of mention.

6. **Next meetings: November 20, 2024, Wednesday  
December 18, 2024, Wednesday**

**Meeting adjourned at 10:01 am**



**FINANCE COMMITTEE  
SPECIAL MEETING MINUTES  
MONDAY JANUARY 6, 2025**

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, Treasurer, Geoff Beaty, Naomi Schwartz  
**Staff Present:** Bronwyn Golly, EMS Chief

Minutes by: Naomi Schwartz, BOD Secretary

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**Special meeting called to order at 9:05 AM**

**1. New Business**

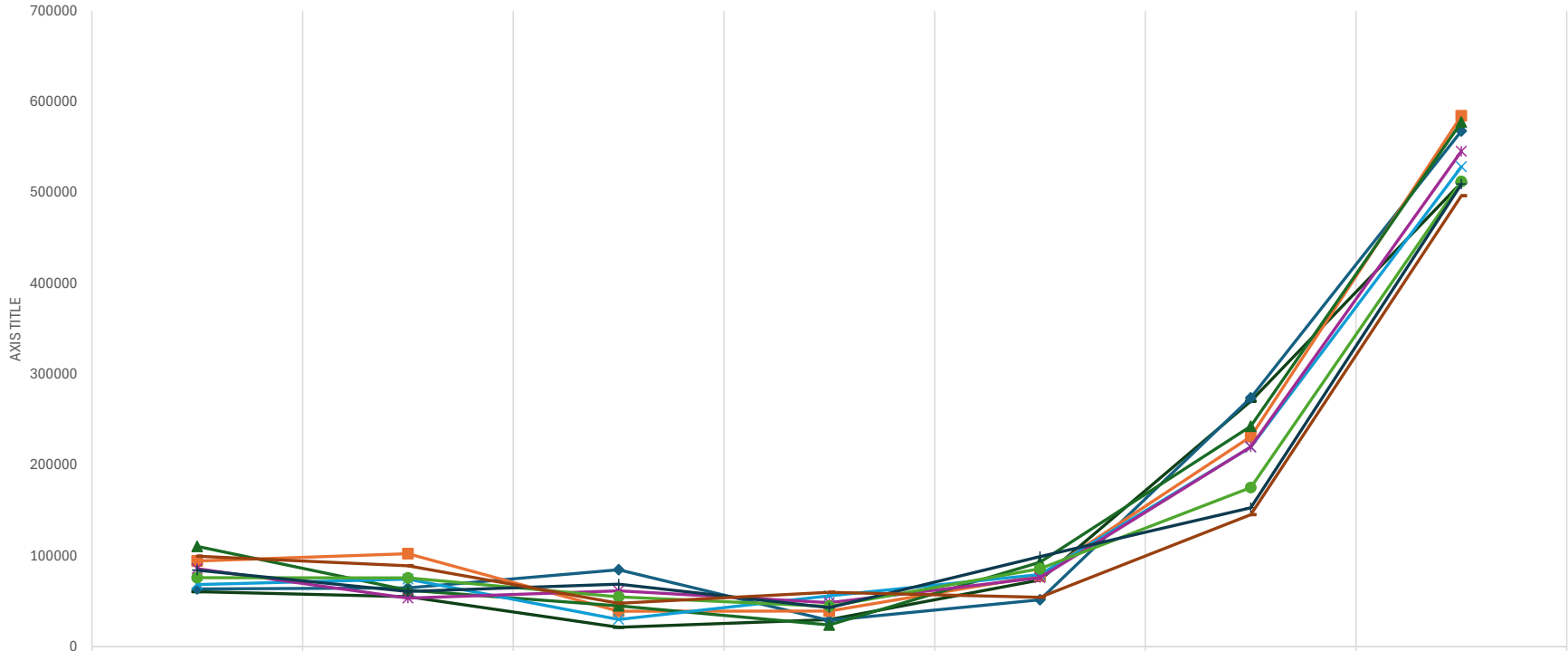
Please note that there was difficulty with the internet connection on all levels...Robin Dills (Finance Officer) was not able to connect. EMS Chief Golly was not able to present materials on screen. FC had to use their own laptops/phone etc. to view all documents which was difficult. It was noted that CLSD internet connection viability needs to be explored and answered at some time in the future.

- a. Authorized payment of the line of credit with Exchange Bank.  
Treasurer Tilles and EMS Chief Golly made the presentation to repay the line of credit from Exchange Bank asap. Since tax payments from both Sonoma and Mendocino County had been received, this was passed unanimously. EMS Chief Golly will take care of this.
- b. Discussion about developing detailed cash flow projections and statements of financial position were discussed at length. Treasurer Tilles presented RCMS' Cash Flow Projections and Statement of Financial Position (Balance Sheet) for discussion. Everyone on the FC liked the format that RCMS uses. RCMS Treasurer, Drew McCalley has offered his assistance in our quest for more clear and accessible documentation.  
There was more discussion about cash basis vs. accrual basis with agreement that cash flow must be on a cash basis.
- c. EMS Chief Golly presented a demand from federal Medicare (not California) for not submitting paperwork in 2021/22. They had the incorrect email address for CLSD (one that had not been in use since 2017). She will pursue this problem further. It looks like this will cost about 10% of IGT payment but was unclear about which year this referenced.

**2. Next meeting: 9:00 am on Thursday, January 23, 2025**

**Meeting adjourned at 10:07M**

## AGING



	Month	Current	31-60	61-90	91-120	121-180	180+
DEC	60730.4	55132.9	21438.39	29774.5	73571.95	270474.89	511123.03
OCT	63644.1	64766.71	84742.99	28992.5	51618.94	274154.69	567919.93
SEPT	94529.34	102423.83	39093.22	39226.6	78098.81	231256.85	584628.65
AUG	110501.36	62332.54	45035.36	24002.23	93104.65	242749.17	577725.31
JULY	68476.25	74504.57	30007.29	56134.86	79526.48	219912.29	528561.74
JUN	85811.27	53623.15	61650.01	48534.74	76040.95	220031.1	545691.22
MAY	75987.65	75862.52	54860.58	44458.46	85819.95	175403.61	512392.77
APR	84219.15	60932.01	68974.95	43055.92	99180.25	153110.58	509472.86
MAR	99710.51	89236.82	47849.95	59932.23	54557.45	145356.58	496643.54

# CLSD AMBULANCE REVENUE

	A	B	F	I	M		
	BILLABLE INCIDENTS	CHARGES	TOTAL COLUMN C/D/E & AB716 (W/D'S)	NET CHARGES	NET PAYMENTS	BAD DEBT / OTHER W/O'S & ADJ	NEW A/R BALANCE
<b>FY24</b>							
JAN'24	44	\$ 167,921	\$ (101,172)	\$ 66,750	\$ 48,363	\$ (727)	\$ 409,992
FEB'24	61	\$ 241,696	\$ (161,395)	\$ 80,302	\$ 41,251	\$ (12,550)	\$ 436,493
MAR'24	64	\$ 285,888	\$ (157,898)	\$ 127,990	\$ 54,306	\$ (13,533)	\$ 496,644
APR'24	73	\$ 283,022	\$ (217,366)	\$ 65,656	\$ 52,827	\$ -	\$ 509,473
MAY'24	67	\$ 243,954	\$ (176,955)	\$ 66,999	\$ 58,996	\$ (5,083)	\$ 512,393
JUN'24	67	\$ 239,838	\$ (142,409)	\$ 97,429	\$ 60,430	\$ (3,700)	\$ 545,691
<b>FY25</b>							
JUL'24	73	\$ 248,386	\$ (175,730)	\$ 72,655	\$ 82,401	\$ (7,384)	\$ 528,562
AUG'24	72	\$ 310,299	\$ (181,195)	\$ 129,104	\$ 79,440	\$ (500)	\$ 577,725
SEPT'24	80	\$ 303,427	\$ (189,449)	\$ 113,977	\$ 71,236	\$ (35,839)	\$ 584,629
OCT'24	56	\$ 208,916	\$ (149,960)	\$ 58,956	\$ 66,059	\$ (9,606)	\$ 567,920
NOV'24	53	\$ 188,243	\$ (135,263)	\$ 52,979	\$ 79,896	\$ (5,207)	\$ 535,770
DEC'24	47	\$ 171,129	\$ (99,067)	\$ 72,063	\$ 80,767	\$ (15,969)	\$ 511,123
* see note in cell							
<i>DEC'23</i>	<i>53</i>	<i>\$ 215,968</i>	<i>\$ (141,388)</i>	<i>\$ 74,579</i>	<i>\$ 70,422</i>	<i>\$ (23,008)</i>	<i>\$ 392,332</i>
<b>FY To Date</b>	381	\$ 1,430,400	\$ (930,665)	\$ 499,735	\$ 459,799	\$ (74,504)	
<b>Last 12 Months</b>	757	\$ 2,892,718	\$ (1,887,858)	\$ 1,004,860	\$ 775,972	\$ (110,097)	
<b>Monthly Average FY To Date</b>	64	\$ 238,400	\$ (155,111)	\$ 83,289	\$ 76,633	\$ (12,417)	
<b>Monthly Average Last 12 Months</b>	63	\$ 241,060	\$ (157,322)	\$ 83,738	\$ 64,664	\$ (9,175)	
<b>Prior FY To Date Mo Avg</b>					\$ 72,237		
<b>Prior 12 Mo. Avg</b>					\$ 71,794		

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

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4000 · CLSD Special Taxes	1,201,931.45	1,166,060.96	35,870.49	103.1% <b>1</b>
4100 · Interest Revenue	110.21	0.00	110.21	100.0%
4200 · Ambulance Revenue	460,058.00	400,000.04	60,057.96	115.0% <b>2</b>
4400 · Miscellaneous Revenue	10,455.00	12,500.02	-2,045.02	83.6%
4410 · Intergovermntl Transport(IGT)	250,000.04	250,000.04	0.00	100.0%
4420 · Ground Emerg Med Transport	50,000.02	50,000.02	0.00	100.0%
<b>Total Revenue</b>	<b>1,976,914.72</b>	<b>1,878,561.08</b>	<b>98,353.64</b>	
<b>Expense</b>				
5000 · Wages and Benefits	1,098,254.11	1,057,782.91	40,471.20	103.8% <b>3</b>
5000TD · Wages & Bene-Training Division	1,072.64	30,756.26	-29,683.62	3.5%
6000 · Ambulance Operations	124,005.12	93,875.08	30,130.04	132.1% <b>4</b>
6000TD · Training Division Operations	0.00	375.00	-375.00	0.0%
6700 · Overhead/Administration	148,976.83	104,465.46	44,511.37	142.6% <b>5</b>
6700TD · Overhead/Admin-T.Division	6,544.22	1,250.02	5,294.20	523.5%
6971 · IGT	0.00	90,000.00	-90,000.00	0.0% <b>6</b>
7000 · Urgent Care	419,066.49	419,066.51	-0.02	100.0%
8000 · Interest Expense	2,883.68	1,500.00	1,383.68	192.2%
9500 · Depreciation Expense	65,085.94	65,085.98	-0.04	100.0%
<b>Total Expense</b>	<b>1,867,320.04</b>	<b>1,864,157.22</b>	<b>3,162.82</b>	<b>100.2%</b>
<b>Net Ordinary Operating Surplus</b>	<b>110,243.85</b>	<b>14,403.86</b>	<b>95,839.99</b>	

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

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- 1. Total 4000- CLSD Special Taxes. Recieved Mendoco & Sonoma Co end of Dec.(No accruals. Accual \$ recieved)  
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- 2. NET BILLING: \*Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L).  
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- 3. 5000 & 5000TD - Wages & Benefits Combined:FY25 Budgeted as expected. 3 PAYROLLS IN OCT FY25  
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- 4. 6000 Ambulance Operations Budgeted as expected. 1 Amb Repair and Dispatch hit in Dec.  
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- 5. 6700 Overhead/Admin: CY 2024-GEMT Transfer Amounts: 4 of 4 pymts = 18088.19. 10.15.24. Higher than budgeted at this time ( reason \$36k cleared in FY25 and the program based on CY). Educantion expenses, Amb billing higher ~6K, Insurance costs.  
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- 6. CY 2025-IGT Transfer Amounts: CY 2024 annual collection 180,000  
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## Runs by Response Request

Response Type Of Service Requested (eResponse.05)	Number of Runs	Percent of Total Runs
911 Response (Scene)	58	98.31%
Interfacility Transport	1	1.69%
	<b>Total: 59</b>	<b>Total: 100.00%</b>

## Runs by Dispatch Reason

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Other	37	62.71%
Unconscious/Fainting/Near-Fainting	6	10.17%
Chest Pain (Non-Traumatic)	3	5.08%
Unknown Problem/Person Down	3	5.08%
Sick Person	2	3.39%
Abdominal Pain/Problems	1	1.69%
Back Pain (Non-Traumatic)	1	1.69%
Breathing Problem	1	1.69%
Heart Problems/AICD	1	1.69%
Hemorrhage/Laceration	1	1.69%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	1	1.69%
Interfacility Transfer	1	1.69%
Traffic/Transportation Incident	1	1.69%
	<b>Total: 59</b>	<b>Total: 100.00%</b>

## Runs by Provider Impression

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
	11	18.64%
Pain (G89.1)	6	10.17%
Syncope/Near Syncope (R55)	6	10.17%
Abdominal Pain / Problems (R10.84)	5	8.47%
Weakness (General) (R53.1)	5	8.47%
Nausea / Vomiting (R11.2)	4	6.78%
Behavioral / Psychiatric - Disorder/Issue (F99)	2	3.39%
Chest Pain - Non-cardiac (R07.89)	2	3.39%
Chest Pain - Suspected Cardiac (I20.9)	2	3.39%
Dizziness / Vertigo (R42)	2	3.39%
Genitourinary System Issue (Urinary) (N39.9)	2	3.39%
Seizure - Post (G40.909)	2	3.39%
Alcohol Intoxication (F10.92)	1	1.69%
Allergic Reaction (T78.40)	1	1.69%
Cold/Flu Symptom (J00)	1	1.69%
Epistaxis (Non-Traumatic) (R04.0)	1	1.69%
No Apparent Illness/Injury (Adult) (Z00.00)	1	1.69%
Overdose / Poisoning / Ingestion (F19)	1	1.69%
Respiratory Distress - Bronchospasm (J98.01)	1	1.69%
Respiratory Distress - Pulmonary Edema / CHF (J81.0)	1	1.69%
Stroke/CVA (I63.9)	1	1.69%
Traumatic Injury (T14.90)	1	1.69%
	<b>Total: 59</b>	<b>Total: 100.00%</b>

## 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)		29	49.15%

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 Refused Care (AMA)	Available, Care Refused (AMA/RAS)	Patient Refused Transport	Against Medical Advice	18	30.51%
Cancelled Prior to Arrival at Scene	Not Applicable	Available, No Care Required	No Transport		7	11.86%
Cancelled on Scene	Not Applicable	Available, No Care Required	No Transport		4	6.78%
Patient Contact Made	Patient Support Services Provided	Initiated and Continued Primary Care			1	1.69%
					<b>Total:</b>	<b>Total:</b>
					<b>59</b>	<b>100.00%</b>

### 3.5 Transported by Destination Report

Disposition Destination Name Delivered Transferred To (eDisposition.01)	Number of Runs	Percent of Total Runs
	30	50.85%
Adventist Health Mendocino Coast	14	23.73%
Sutter Santa Rosa Regional Hospital	8	13.56%
Kaiser Permanente - Santa Rosa	3	5.08%
Landing Zone	2	3.39%
Santa Rosa Memorial Hospital, Montgomery	2	3.39%
<b>Total: 59</b>		<b>Total: 100.00%</b>

### Call Volumes by Day and Hour Report

Incident Day Name	Number of Runs	Percent of Total Runs
<b>Incident Three Hour Range Of Day 24: 00:00:00 - 02:59:59</b>		
Sunday	2	3.39%
Monday	1	1.69%
Tuesday	3	5.08%
Wednesday	1	1.69%
<b>Total: 7</b>		<b>Total: 11.86%</b>
<b>Avg: 1.75</b>		
<b>Incident Three Hour Range Of Day 24: 03:00:00 - 05:59:59</b>		
Sunday	1	1.69%
Tuesday	1	1.69%
Saturday	1	1.69%
<b>Total: 3</b>		<b>Total: 5.08%</b>
<b>Avg: 1.00</b>		
<b>Incident Three Hour Range Of Day 24: 06:00:00 - 08:59:59</b>		
Monday	1	1.69%
Tuesday	1	1.69%
Thursday	1	1.69%
Saturday	1	1.69%
<b>Total: 4</b>		<b>Total: 6.78%</b>
<b>Avg: 1.00</b>		
<b>Incident Three Hour Range Of Day 24: 09:00:00 - 11:59:59</b>		
Sunday	3	5.08%
Monday	3	5.08%
Tuesday	4	6.78%
Wednesday	1	1.69%
Thursday	1	1.69%
Friday	1	1.69%
<b>Total: 13</b>		<b>Total: 22.03%</b>
<b>Avg: 2.17</b>		
<b>Incident Three Hour Range Of Day 24: 12:00:00 - 14:59:59</b>		
Sunday	1	1.69%
Monday	1	1.69%
Tuesday	2	3.39%
Wednesday	1	1.69%

Incident Day Name	Number of Runs	Percent of Total Runs
Thursday	2	3.39%
Friday	1	1.69%
Saturday	3	5.08%
	<b>Total: 11</b>	<b>Total: 18.64%</b>
	<b>Avg: 1.57</b>	
<b>Incident Three Hour Range Of Day 24: 15:00:00 - 17:59:59</b>		
Monday	1	1.69%
Tuesday	2	3.39%
Thursday	2	3.39%
Saturday	2	3.39%
	<b>Total: 7</b>	<b>Total: 11.86%</b>
	<b>Avg: 1.75</b>	
<b>Incident Three Hour Range Of Day 24: 18:00:00 - 20:59:59</b>		
Sunday	2	3.39%
Wednesday	2	3.39%
Thursday	2	3.39%
Friday	3	5.08%
Saturday	2	3.39%
	<b>Total: 11</b>	<b>Total: 18.64%</b>
	<b>Avg: 2.20</b>	
<b>Incident Three Hour Range Of Day 24: 21:00:00 - 23:59:59</b>		
Thursday	1	1.69%
Friday	2	3.39%
	<b>Total: 3</b>	<b>Total: 5.08%</b>
	<b>Avg: 1.50</b>	
	<b>Total: 59</b>	<b>Total: 100.00%</b>
	<b>Avg: 1.69</b>	

**Report Criteria**

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

Incident Date: Is Between 12/1/2024 and 12/31/2024