



## AGENDA

**Monday, March 24, 2025, 4pm**

**Regularly Scheduled Meeting of the Board of Directors**

**Location:** CLSD, Bill Platt Training Room, 38901 Ocean Drive, Gualala, CA 95445

Board meetings will also be available via teleconference.

**Meeting Link:** <https://us06web.zoom.us/j/87246626584?pwd=GaQEp6pNq26ybv82zOI3CREPc7NbDk.1>

**Meeting Code:** 871 1739 4941

**Password:** 366982

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval:  
    February 24, 2025 Board Meeting Beaty
4. Privilege of the floor Beaty
5. New Business:
  - a. Executive Committee: Board Vacancy Update Beaty
  - b. Financial Organization Golly
  - c. New Roof Golly
6. Old Business:
  - a. Board Governance Hernandez
    - i. Form 700
    - ii. Ethics and Sexual Harassment Trainings
    - iii. Digital Board Handbook
7. Reports:
  - a. Finance: YTD Golly
    - i. Ambulance revenue – Wittman YTD
    - ii. Expenses
    - iii. Banking review
  - b. Ambulance run data/CLSD Activity Golly

8. Shout out:

Open

9. **NEXT BOD MEETINGS:**

April 28, 2025

May 26, 2025 (Tuesday, due to the Memorial Day holiday)

June 23, 2025

10. Adjourn

# **AST LIFE SUPPORT DISTRICT**

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## **Board of Directors MEETING MINUTES Monday, February 24, 2025**

**Location:** CLSD, Bill Platt Training Room, 38901 Ocean Drive, Gualala, CA 95445

**Teleconference Meeting Link:**

<https://us06web.zoom.us/j/87246626584?pwd=GaQEp6pNq26ybv82zOI3CREPc7NbDk.1>

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**BOD Present:** Leslie Tittle – remote, Cathleen Crosby, Julie Bower, Julia Damasco, Geoff Beaty, Naomi Schwartz, Michael Tilles

**Staff Present:** Bronwyn Golly, Cobre Hernandez, Scott Pellow, Brenda Storm, Tina Daniels, Katherine Wells

**Visitors:** RCMS - Ara Chakrabarti, Drew McCalley, and Christie MacVitie  
Jude Damasco, Leslie Bates

**Minutes by:** Cobre Hernandez, Executive Assistant

Meeting called to order at 4:00 by BOD President Geoff Beaty.

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

**After review, the minutes of the January 27, 2025 BOD meeting were unanimously approved.**

**After review, the minutes of the February 1, 2025 Special Board Meeting were unanimously approved.**

1. Privilege of the Floor

2. New Business

- a. New Board Member Oath of Office. New Director Julia Damasco was sworn into office by Secretary Naomi Schwartz.
- b. CSDA-sponsored bill to extend remote meeting flexibility.

**Motion**

**To support the CSDA letter of support - Geoff Beaty**

**Seconded – Naomi Schwartz**

**Approved unanimously**

- c. President Beaty announced that Director Cathleen Crosby was resigning and this would be her last board meeting. It was confirmed that Director Crosby needs to fill out Form 700 within 30 days of resignation.
- d. Chief Golly introduced a new part time paramedic - Scott Pellow, and informed the board of the resignation of paramedic Oline Sharp.

**3. OLD BUSINESS**

**a. RCMS quarterly report**

Ara, Drew, and Christie were there to present the RCMS quarterly report to the board. Primary questions and discussion:

- Director Bower asked if the Board could see the RCMS Primary Care FTE to see if there is a real connection between Primary Care caps and increases in Urgent Care.
- There was a discussion about the difficulty of attracting Primary Care providers, the comfort level that the community has with the Urgent Care providers over the new Primary Care providers.
- There will be a full time Primary Care MD starting in three days.
- There was a detailed discussion on the difficulties of providing accurate Urgent Care numbers, given RCMS' overlap between Urgent Care and Primary Care providers. While CLSD is responsible for delivering an accurate accounting of public funds, the cost for RCMS to accurately track providers' work between the two departments is cost prohibitive. RCMS suggested that more specific details on tracking should be included in the next Urgent Care RFP so that applicants can include the cost of it in their proposal if that is ultimately decided as needed.
- Director Tilles mentioned that Chief Golly was meeting with RCMS and MHA, to discuss the recent political changes on federal funding. Chief Golly updated the board that the parties had already met and agreed to keep in contact as things progress.

**b. Board Goals-formation of Ad Hoc committee?**

**Governance Committee:** President Beaty talked about the need for a committee to address board goals. There was discussion about the other board committees, including

a board compliance/governance committee. Director Bower said that the governance shouldn't be determined by an ad hoc committee. Julia made a motion that we comply with our enabling legislation. President Beaty nominated Secretary Schwartz to chair a governance committee. Director Bower and Director Damasco volunteered to be on the committee.

**Board Goals:** There was discussion of the former board goals retreats and their facilitation. President Beaty will contact Rich Hughes, a previous facilitator, to see if he would agree to facilitate a board retreat.

#### 4. REPORTS

##### a. **Finance: YTD – Report by Chief Golly**

###### i. **Ambulance revenue – Wittman YTD**

Our write downs are higher than usual. We are working on figuring out why we are above our baseline goal of \$65,000 per month.

###### ii. **Expenses**

There was an overview of the last six months discussed, particularly Line 5410 – Ambulance Operation Wages. There was a question during the last Finance Committee meeting about salaries. Firstly, there is the addition of the salary of the EMS Chief. There was also a third pay period in October. The numbers may not look consistent because of those changes but we are just under 100% of our expected budget.

###### iii. **Banking review**

Chief Golly explained issues with Charles Schwab and Exchange Bank and the presentations that CalTrust and Five Star delivered to the Finance Committee. CLSD will likely be moving towards using Five Star for all of our financial accounts. The decision will be made on an operational level. CLSD will open a line of credit soon after our accounts move in order to have it ready for when it might be needed.

###### **Motion**

**Approval for Chief Golly to move the CLSD funds from one bank to another – Geoff Beaty**

**Seconded – Naomi Schwartz**

##### b. **Ambulance run data/CLSD Activity**

We had 69 calls in January, 44 were billable. We are working on getting more accurate report writing on the calls, because the data is important. There is an upcoming all-

company meeting and this will be addressed with the crew. The fall prevention program with MHA (A Matter of Balance) came about by observing the number of falls in the data. Director Bower talked about the aging data that she had asked for. The data was what was expected (60% of the calls were from patients 61 and over). President Beatty suggested we publicize that data and encourage community members in that age bracket to take the MHA fall prevention course.

#### **5. SHOUT OUT**

Secretary Schwartz would like to give a shout out to Director Crosby for dedicated service to the board of CLSD.

#### **6. NEXT BOD MEETINGS**

The May 26,, 2025 meeting was rescheduled due to the Memorial Day holiday. The May meeting will be held on May 27 instead.

**April 28th 2025 at 4:00**

**May 27th 2025 Tuesday at 4:00**

#### **7. Adjournment**

##### **Motion**

**To adjourn the meeting – Michael Tilles**

**Seconded – Geoff Beatty**

**Unanimously approved**

The meeting was adjourned at 5:15pm.



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

	<u>Jul '24 - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4000 · CLSD Special Taxes	1,590,618.47	1,554,747.98	35,870.49	102.3% <b>1</b>
4100 · Interest Revenue	110.21	0.00	110.21	100.0%
4200 · Ambulance Revenue	552,643.64	533,333.36	19,310.28	103.6% <b>2</b>
4400 · Miscellaneous Revenue	19,356.00	16,666.68	2,689.32	116.1%
4410 · Intergovernmentl Transport(IGT)	333,333.36	333,333.36	0.00	100.0%
4420 · Ground Emerg Med Transport	66,666.68	66,666.68	0.00	100.0%
<b>Total Revenue</b>	<u>2,562,728.36</u>	<u>2,504,748.06</u>	<u>57,980.30</u>	
<b>Expense</b>				
5000 · Wages and Benefits	1,428,504.50	1,410,377.25	18,127.25	101.3% <b>3</b>
5000TD · Wages & Bene-Training Division	1,072.64	41,008.36	-39,935.72	2.6%
6000 · Ambulance Operations	136,930.99	125,166.72	11,764.27	109.4% <b>4</b>
6000TD · Training Division Operations	0.00	500.00	-500.00	0.0%
6700 · Overhead/Administration	184,584.44	139,287.14	45,297.30	132.5% <b>5</b>
6700TD · Overhead/Admin-T.Division	9,517.97	1,666.68	7,851.29	571.1%
6971 · IGT	0.00	120,000.00	-120,000.00	0.0%
7000 · Urgent Care	558,755.31	558,755.35	-0.04	100.0%
8000 · Interest Expense	5,384.72	2,000.00	3,384.72	269.2% <b>6</b>
9500 · Depreciation Expense	86,781.20	86,781.32	-0.12	100.0%
<b>Total Expense</b>	<u>2,411,531.77</u>	<u>2,485,542.82</u>	<u>-74,011.05</u>	<u>97.0%</u>
<b>Net Ordinary Operating Surplus</b>	<u><b>151,196.59</b></u>	<u><b>19,205.24</b></u>	<u><b>131,991.35</b></u>	

1. Total 4000- CLSD Special Taxes. Recieved 1st Mendoc & Sonoma Co in Dec.  
.....
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. 3 PAYROLLS IN OCT FY25  
5000: 18,127.25 Above / 5000TD -39,935.72 under (total -\$21,808.47 under budget).  
.....
4. 6000 Ambulance Operations Budgeted as expected.Medical Supplies have slowed with only ~4k above budget. Veh. Repair & Maintenance (no change), Dispatch services above by ~7k  
.....
5. 6700 Overhead/Admin: CY 2024-GEMT Transfer Amounts: 4 of 4 pymts = 18088.19. 10.15.24.  
CY2025 Jan wired 1st of 4 pymt in amt of \$15,734.85.  
Higher than budgeted \$36k cleared in FY25 from FY24.The program is now based on CY.  
Amb billing, GEMT QAF, Insurance, and Education costs are above budgeted.  
.....
6. Fee's for cost of Loan during Nov/Dec 2024 . Late fee on last payment to pay off Ambulance Nov/Dec 2025  
.....



## Runs by Response Request

Response Type Of Service Requested (eResponse.05)	Number of Runs	Percent of Total Runs
911 Response (Scene)	63	90.00%
Interfacility Transport	6	8.57%
	1	1.43%
<b>Total: 70</b>		<b>Total: 100.00%</b>

## Runs by Dispatch Reason

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Sick Person	11	15.71%
Other	10	14.29%
Falls	8	11.43%
Interfacility Transfer	5	7.14%
Unconscious/Fainting/Near-Fainting	5	7.14%
Abdominal Pain/Problems	4	5.71%
Breathing Problem	4	5.71%
Traffic/Transportation Incident	4	5.71%
Heat/Cold Exposure	3	4.29%
Back Pain (Non-Traumatic)	2	2.86%
Chest Pain (Non-Traumatic)	2	2.86%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	2	2.86%
Stroke/CVA	2	2.86%
Unknown Problem/Person Down	2	2.86%
Cardiac Arrest/Death	1	1.43%
Convulsions/Seizure	1	1.43%
Fire	1	1.43%
Heart Problems/AICD	1	1.43%
Medical Alarm	1	1.43%
Standby	1	1.43%
<b>Total: 70</b>		<b>Total: 100.00%</b>

## Runs by Provider Impression

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
	11	15.71%
Abdominal Pain / Problems (R10.84)	8	11.43%
Traumatic Injury (T14.90)	8	11.43%
Pain (G89.1)	6	8.57%
No Apparent Illness/Injury (Adult) (Z00.00)	4	5.71%
Respiratory Distress - Unspecified (J80)	4	5.71%
Chest Pain - Suspected Cardiac (I20.9)	3	4.29%
Dizziness / Vertigo (R42)	3	4.29%
Nausea / Vomiting (R11.2)	3	4.29%
Weakness (General) (R53.1)	3	4.29%
Cold/Flu Symptom (J00)	2	2.86%
Sepsis (A41.9)	2	2.86%
Stroke/CVA (I63.9)	2	2.86%
Allergic Reaction (T78.40)	1	1.43%
Altered Level of Consciousness (R41.82)	1	1.43%
Behavioral / Psychiatric - Disorder/Issue (F99)	1	1.43%
Cardiac Arrest (I46.9)	1	1.43%
Chest Pain - Non-cardiac (R07.89)	1	1.43%
Diabetic - Hypoglycemia (E13.64)	1	1.43%
Environment - Hypothermia/Cold Injury (T68)	1	1.43%

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Fever (R50.9)	1	1.43%
Overdose / Poisoning / Ingestion (F19)	1	1.43%
Seizure - Post (G40.909)	1	1.43%
Syncope/Near Syncope (R55)	1	1.43%
<b>Total: 70</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)		40	57.14%
Patient Contact Made	Patient Evaluated and Refused Care (AMA)	Available, Care Refused (AMA/RAS)	Patient Refused Transport	Against Medical Advice	17	24.29%
Cancelled on Scene	Not Applicable	Available, No Care Required	No Transport		5	7.14%
Cancelled Prior to Arrival at Scene	Not Applicable	Available, No Care Required	No Transport		4	5.71%
					1	1.43%
No Patient Contact	Not Applicable	Available, No Care Required	No Transport		1	1.43%
Non-Patient Incident (Not Otherwise Listed)		Available, No Care Required			1	1.43%
Patient Contact Made	Patient Evaluated and Care Provided	Available, No Care Required		DNR	1	1.43%
					<b>Total: 70</b>	<b>Total: 100.00%</b>

### 3.5 Transported by Destination Report

Disposition Destination Name Delivered Transferred To (eDisposition.01)	Number of Runs	Percent of Total Runs
	31	44.29%
Sutter Santa Rosa Regional Hospital	13	18.57%
Adventist Health Mendocino Coast	12	17.14%
Landing Zone	7	10.00%
Santa Rosa Memorial Hospital, Montgomery	4	5.71%
Adventist Health Howard Memorial	1	1.43%
Kaiser Permanente - Santa Rosa	1	1.43%
Redwood Coast Medical Services Inc	1	1.43%
	<b>Total: 70</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	2.86%
Monday	1	1.43%
Wednesday	2	2.86%
	<b>Total: 5</b>	<b>Total: 7.14%</b>
	<b>Avg: 1.67</b>	
<b>Incident Three Hour Range Of Day 24: 03:00:00 - 05:59:59</b>		
Saturday	2	2.86%
	<b>Total: 2</b>	<b>Total: 2.86%</b>
	<b>Avg: 2.00</b>	
<b>Incident Three Hour Range Of Day 24: 06:00:00 - 08:59:59</b>		
Sunday	1	1.43%
Monday	1	1.43%
Tuesday	5	7.14%
Wednesday	2	2.86%
Friday	4	5.71%
Saturday	1	1.43%
	<b>Total: 14</b>	<b>Total: 20.00%</b>
	<b>Avg: 2.33</b>	
<b>Incident Three Hour Range Of Day 24: 09:00:00 - 11:59:59</b>		

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	1	1.43%
Monday	1	1.43%
Tuesday	1	1.43%
Wednesday	6	8.57%
Thursday	2	2.86%
Friday	2	2.86%
Saturday	1	1.43%
<b>Total: 14</b>		<b>Total: 20.00%</b>
<b>Avg: 2.00</b>		
<b>Incident Three Hour Range Of Day 24: 12:00:00 - 14:59:59</b>		
Sunday	2	2.86%
Monday	4	5.71%
Wednesday	1	1.43%
Thursday	3	4.29%
Friday	1	1.43%
<b>Total: 11</b>		<b>Total: 15.71%</b>
<b>Avg: 2.20</b>		
<b>Incident Three Hour Range Of Day 24: 15:00:00 - 17:59:59</b>		
Tuesday	3	4.29%
Thursday	2	2.86%
Friday	2	2.86%
Saturday	3	4.29%
<b>Total: 10</b>		<b>Total: 14.29%</b>
<b>Avg: 2.50</b>		
<b>Incident Three Hour Range Of Day 24: 18:00:00 - 20:59:59</b>		
Sunday	2	2.86%
Monday	2	2.86%
Tuesday	1	1.43%
Wednesday	2	2.86%
Friday	3	4.29%
Saturday	2	2.86%
<b>Total: 12</b>		<b>Total: 17.14%</b>
<b>Avg: 2.00</b>		
<b>Incident Three Hour Range Of Day 24: 21:00:00 - 23:59:59</b>		
Monday	1	1.43%
Friday	1	1.43%
<b>Total: 2</b>		<b>Total: 2.86%</b>
<b>Avg: 1.00</b>		
<b>Total: 70</b>		<b>Total: 100.00%</b>
<b>Avg: 2.06</b>		

**Report Criteria**

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

Incident Date: Is Between 02/1/2025 and 02/28/2025

Day calls (0900-2100): **47**, Night Calls (2100-0900): **23**

M122 dispatched **14** times (16 in January 2025)

Total hours uncovered **10.62** (13.83 in January 2025)

Missed calls: **0** (0 in January 2025) B121 dispatched **1** (911 call north of the Garcia road closure), M124 dispatched **0**