

Finance Committee AGENDA

Wednesday, March 19, 2025 at 9:00 AM

CLSD Headquarters, 38901 Ocean Drive, Gualala, CA

 ${\sf Meeting\ Link:} \ \underline{https://us06web.zoom.us/j/87117394941?pwd=tdhmSSRAIyLs11MEbT1fzmbcOAzN88.1}$

Meeting code: 871 1739 4941 password: 366982

	Meeting code: 871 1739 4941 password: 3669	82
1.	Call to Order	Tilles
2.	Agenda Approval	Tilles
3.	Minutes Approval: February 19, 2025 minutes	Tilles
4.	Privilege of the floor	Tilles
5.	New Business:	
	 Financial Office Changes/Reorganization Audit FY25/26 Budget 	Golly Golly Golly
6.	Old Business:	
	 CARES Provider Relief Fund Garnishment Banking Migration – Update 	Golly Golly
7.	Ambulance revenue – Wittman (YTD)	Golly
8.	Expenses Summary	Golly
9.	Ambulance transport data YTD	Golly
10.	Shout out	Open to all
11.	 Next Finance Committee Meetings – 9:00 AM. April 16, 2025 May 21, 2025 	

12. Adjournment





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FINANCE COMMITTEE MEETING MINUTES

Tuesday, February 18, 2025

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

BOD Present: Michael Tilles (Treasurer/FC Committee Chair), Naomi Schwartz (Secretary) **Staff Present:** Bronwyn Golly (EMS Chief), Cobre Hernandez (Executive Assistant), Robin

Dills (Financial Officer) - remote

Public: Jason Warner (Chief, South Coast Volunteer Fire Protection District)

Minutes by: Cobre Hernandez

Call to Order: Meeting called to order at 9:00 am by Treasurer Tilles

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

Previous Meeting's Minutes: After review, the minutes of the FC meeting on January 23, 2025 were unanimously approved.

Privilege of the Floor: Jason Warner told the committee he was attended the meeting to witness the meeting's banking presentations.

CLOSED SESSION—personnel: The closed session was cancelled since President Geoff Beaty was unable to attend today's meeting.

Old Business:

Dave Crowl's PTO: The cashout of the former DA Dave Crowl, is \$18,684.54. The committee approves and will bring it to the full Board meeting on February 24 for a vote.

Motion: Michael Second: Naomi

Approved Unanimously

Budget and Cash Flow Reviews: Bronwyn and Robin presented current financials.

Bronwyn talked about a conversation with Jennifer Gentry from Wittman, in which she discovered that we were penalized by the US Dept of Health and Human Services for not reporting our receipt of provider relief funds through CARES (Coranavirus Aid, Relief, and Economic Security Act). We were required to pay back the money plus 11.5% interest. We did not pay those invoices. Cobre was able to find a past due notice from September 2023. Since we failed to pay, our disbursements are being garnished. Michael asked about the interest rate and asked that we try to pay the remainder in a lump sum, if it hasn't been paid in full yet.

Michael wanted to know where we were in terms of saving \$5,000 monthly for reserves. Bronwyn brought up the minutes from the Finance Committee's April 2024 meeting that indicated that there would be a "Reserves" line in the FY25 Budget. The May 2024 FC meeting minutes indicates "Reserve' funds will now be listed as 'Stabilization Fund' (line 9600) upon the suggestion of Craig Collins, CLSD CPA." That line item is currently in the budget but we are not using it. Jason shared information about South Coast's reserves. They have three different categories under their "special reserves" line: operations, apparatus replacement, and capital improvement.

The committee asked if there was any indication as to the impact of recent decisions by President Trump and DOGE that would impact CLSD revenue. Bronwyn said that it was too early to know the full ramifications of recent directives. She said that she and MHA and RCMS have a planned meeting to discuss potential funding reductions.

Banking—New Bank Comparison: Reagan Ballo, VP Managing Director of Government Banking for Five Star bank video conferenced in to provide the committee with a presentation on Five Star's banking services for government agencies. Some highlights of the presentation: They work with about 100 government agencies; the majority of them are special districts. They have a "five star" rating with IDC and a "superior" rating with Bauer (both of those designations are the highest rating). They are not rated by the S&P. Five Star bank has a total of \$4.1 billion in assets. The government portfolio is slightly over \$800 million in public funds. (special districts, counties, state of California)

Michael asked what their rate of return on assets is. The current rate of return is 4.366%. They match the Local Agency Investment Fund's (LAIF) yield but pay interest on a monthly basis, as opposed to LAIF, which pays out quarterly. Also the funds are always liquid, and we'd have access to them 24/7. Also the funds are fully collatorized per California Law. Reagan will forward to the committee the California law that dictates how the funds need to be collatorized. We could set up a line of credit ahead of when we might actually need it. In order to establish the line of credit, we would need to go through the underwriting process and our primary banking relationship must be with Five Star. The line of credit would be good for 12 months. There would

be a one time loan origination fee on the line amount and \$250 annually to renew it and keep the line open. The line of credit interest rates are based on Wall Street Journal prime + 1%, which would be 8.5% right now.

They offer "purchasing cards" for clients. Bronwyn talked about the current issues with the CLSD Costco credit cards. They are in individual names, instead of company cards. With Five Star, we would be able to distribute as many virtual or physical cards that we want. There are no fees for the number of cards, and all of the onboarding and card management can be one through the bank's online platform. We could divvy up the line of credit from card to card in real time (like increase an individual card's limit while a staff member is on a trip).

The money market fund is done through Five Star. It's a bank product. They don't outsource the decision making. direct product.

Umpqua Bank did not make a presentation. Their account material are included in the meeting packet.

Bronwyn informed the committee of an incident with Exchange Bank last week when Wittman, CLSD's billing company, was locked out of the check deposit system.

Naomi asked about the timeline for setting up the accounts once the full board has reviewed the recommendations and voted. Bronwyn said that there were a lot of little things that have to happen in the process, and that it would also depend on Reagan's/ Five Star timeline.

Bronwyn would like to go with Five Star. She likes CalTrust but likes the ease of having everything in one bank. Naomi asked if it would be beneficial to separate CLSD's money. Jason suggested that CalTrust might be better down the road when we have a better idea of how we might want to focus more on investment with our extra funds. CalTrust and Five Star have competitive money market rates but CalTrust does not provide direct banking services. Unlike Umqua or The Exchange Bank, Five Star provides a monthly credit that helps reduce monthly banking fees. Hence their fee structure is the least expensive.

Motion to propose to the full board to move our banking and investment to both or either CalTrust or Five Star at the discretion of the EMS Chief.

Motion: Naomi Second: Michael

Approved Unanimously

Banking—Investment Review & Update: Laura Labanieh, CEO of CalTrust, video conferenced in to provide the committee with a presentation on CalTrust's services. CLSD is removing their funds from Schwab.

We still have a small amount of money in our Schwab account. We will close the Schwaab account and move the remaining funds to Exchange Bank immediately.

Motion: Naomi Second: Michael

Approved Unanimously

Insurance Review: Naomi asked for clarification on our insurance coverage at a previous meeting, especially after the lack of coverage Gualala Community Center had to recover from their fire. Our insurance policy with McNeil & Co. guarantees <u>full replacement cost</u> of our buildings, and includes furnishings, etc. This does not need to go to the full Board. Naomi was only asking for an accounting of the full extent of our coverage.

GEMT Reimbursement Increase: The state has created a one-year supplemental boost to PP-GEMT payments from CMS for services provided January 1 – December 31, 2024. This increase in our payments for services provided will amount to about \$12,000.

Ambulance Revenue—Wittman (YTD): Our monthly average of net payments for the last 12-month period is \$ 66,589, which is a decrease of our monthly average of \$ 69,759. Michael asked for clarification as to why the "write offs" were so high.

Expenses Summary: Michael wants to know where we are now about putting together the new cash flow reports with cash flow. Bronwyn will send him what she and Robin are currently working on. Robin and Cobre will be working on creating an easy to read accessible report. Robin said that they'll be closer to how RCMS reports their cashflow. Michael is also looking for a spreadsheet that is set up so that the report updates every month with the new numbers. Robin said it will be a matter of running the reports and putting it in a readable format but yes, we can set it up so that we can do budget projections. QuickBooks has forecasting tools. Naomi had a discussion with Drew from RCMS, who told her he would be happy to share his report template with CLSD. Robin said it would be helpful not to start from scratch, especially since she's currently working on the audit. Michael will setup a Zoom for Robin and Drew to meet to discuss it. Everyone agreed that it can wait until March, after the audit is complete. Naomi stressed that she wants to make sure that the reports are accessible for everyone to understand.

Ambulance Transport Data YTD: Director Julie Bower wanted to see population demographics included in the Ambulance Run reports. Bronwyn gave this to Julie already. Naomi requested that this data be included in the Monthly Ambulance Run Data report in the future.

Other:

REDCOM: Discussion of REDCOM membership fees – REDCOM used to operate at cost. When AMR lost the contract, there was a lot of discussion about what to do about REDCOM. It was discovered after the transition that it cost more to operate REDCOM than AMR said it cost. REDCOM is financed solely through membership fees currently. They are going to start looking for other funding but in order to close their budget gap right now they need to increase the membership. The current increases are about 10% less than if AMR was still running REDCOM. Bell's Ambulance is trying to battle the increase. They have filed a lawsuit.

Shout Out: Bronwyn would like to shout out Robin Dills for all of the pieces she's handling, especially with the audit coming up, and Cobre Hernandez for their research on board compliance.

Next Finance Committee Meeting:

March 19, 2025, 9:00am April 16, 2025, 9:00am

Adjournment Meeting was adjourned at 10:30am.

Motion: Michael Second: Naomi

Approved Unanimously

CLSD AMBULANCE REVENUE

F M I A **TOTAL** BAD DEBT / **COLUMN OTHER BILLABLE NET NET** NEW A/R W/O'S & **INCIDENTS** C/D/E & CHARGES PAYMENTS **BALANCE** AB716 (W/D'S) **ADJ FY24** MAR'24 \$ (157,898)\$ 127,990 54,306 (13,533)496,644 64 73 \$ \$ APR'24 (217,366)\$ 65,656 52,827 509,473 **MAY'24** \$ (176,955)\$ \$ 512,393 67 \$ 66,999 58,996 (5,083)JUN'24 67 \$ (142,409)97,429 60,430 (3,700)545,691 **FY25** JUL'24 73 \$ (175,730)72,655 82,401 \$ (7,384)\$ 528,562 \$ \$ \$ AUG'24 72 \$ 129,104 \$ 79,440 \$ 577,725 (181,195)(500)\$ 113,977 71,236 SEPT'24 80 \$ (189,449)\$ (35,839)\$ 584,629 56 \$ \$ OCT'24 (149,960)58,956 66,059 (9,606)567,920 \$ NOV'24 53 (135,263)\$ 52,979 79,896 \$ (5,207)535,770 DEC'24 47 \$ \$ (99,067)\$ 80,767 (15,969)511,123 72,063 \$ JAN'25 51 (174,193)\$ 25,836 71,458 \$ \$ 465,501 FEB'25 55 \$ (129,088)73,259 46,181 \$ \$ 492,579 \$ (161,395) \$ \$ (12,550)FEB'24 61 80,302 \$ 41,251 \$ 436,493 **FY To Date** 487 \$ (1,233,946) \$ 598,830 577,438 \$ (74,504)**Last 12 Months** 758 (1,928,573)\$ 956,903 803,997 \$ (96.820)**Monthly Average FY To Date** 74,854 (154,243) \$ \$ 61 \$ \$ 72,180 (9,313)**Monthly Average**

> Prior FY To Date Mo Avg \$ 62,235 Prior 12 Mo. Avg \$ 70,309

79,742

(160,714) \$

\$

(8,068)

67,000

AGING A/R	Current 91-120		121-180	Balance	
FEB'25	\$ 58,478	\$ 9,661	\$ 74,081	\$ 465,501	

63

Last 12 Months

12:58 AM 03/17/25 Accrual Basis

Coast Life Support District Profit & Loss Budget Overview FY25

JUL-FEB 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue 4000 · CLSD Special Taxes	1,590,618.47	1,554,747.98	35,870.49	102.3%
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%
4400 · Miscellaneous Revenue	19,356.00	16,666.68	2,689.32	116.1%
4410 · Intergovermntl 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%
Total Revenue	2,562,728.36	2,504,748.06	57,980.30	
Expense				
5000 · Wages and Benefits	1,428,504.50	1,410,377.25	18,127.25	101.3%
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%
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%
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%
9500 · Depreciation Expense	86,781.20	86,781.32	-0.12	100.0%
Total Expense	2,411,531.77	2,485,542.82	-74,011.05	97.0%
Not Outliness On souther	454 400 50	40.005.04	404 004 07	
Net Ordinary Operating Surplus	151,196.59	19,205.24	131,991.35	

- 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

FEBRUARY 2025

Ambulance Run Data CLSD-2**

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%
	Total: 70	Total: 100.00%

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%
	Total: 70	Total: 100.00%

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 (163.9)	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 (146.9)	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%

Number of Runs	Percent of Total Runs
1	1.43%
1	1.43%
	1.43%
	1.43%
Total: 70	Total: 100.00%
	Number of Runs 1 1 1 1 Total: 70

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)		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%
					Total: 70	Total: 100.00%

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%
	Total: 70	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		
Sunday	2	2.86%
Monday	1	1.43%
Wednesday	2	2.86%
	Total: 5	Total: 7.14%
	Avg: 1.67	
Incident Three Hour Range Of Day 24: 03:00:00 - 05:59:59		
Saturday	2	2.86%
	Total: 2	Total: 2.86%
	Avg: 2.00	
Incident Three Hour Range Of Day 24: 06:00:00 - 08:59:59		
Sunday	1	1.43%
Monday	1	1.43%
Tuesday	5	7.14%
Wednesday	2	2.86%
Friday	4	5.71%
Saturday	1	1.43%
	Total: 14	Total: 20.00%
	Avg: 2.33	
Incident Three Hour Range Of Day 24: 09:00:00 - 11:59:59		

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

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

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