

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

AGENDA REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 3:30 PM Monday Feb 22, 2016 <<<
CLSD Headquarters – Bill Platt Training Room

1. Call to Order Hughes
2. Adoption of the Agenda Hughes
3. Minutes Approval – Action Hughes
 - Jan 25, 2016 regular Board of Directors Meeting
4. Privilege of the Floor – Public Comment
5. New Business – Information Dodds
 - Certification of QA/QI compliance Q2 of FY16
6. Old Business – Information or Action Hughes
 - BOD meeting start times – Action Caley
 - JOG Update – Information Hughes
 - Update CLSD Short Term & Long Term Goals – Information
7. Reports
 - Committee Reports
 - Communication Bower/André
 - a. Communication Charter
 - b. Presentation: CLSD Communication Plan
 - Finance Beaty
 - a. FY16 Expenses
 - b. Wittman data (ambulance billing)
 - c. Ground Emergency Medical Transport – post audit
 - District Administrator Caley
 - CLSD Run Data
 - Last month: ALS and second-out BLS staffed 100%
 - a. 3 new EMTs over half way through probation
 - Community Engagement:
 - a. Town Hall: Garcia River flooding/Hwy 1 closures: Howard Forest – tone out to Fire and CLSD prior to closure
 - b. Disaster Preparedness Forum – Redwood Coast Chamber of Commerce Feb 18th
 - c. Community Health Fair – Gualala Arts Center Feb 20th
 - Facilities – no major repairs pending. New furnace working efficiently.
 - Vehicles/Equip: All in good working order. No major pending issues
 - Pagers: replacing 1/3 FY16 and 2/3 FY17
 - Training:
 - a. Cardiac Arrest Training (CAM) – completion by April 1st and rolling out to all District Fire Departments
 - b. CPR: certified ~ 60 employees of Point Arena School District
 - c. Clinical rotations for EMTs in RCMS Urgent Care
 - Falls Prevention Program update - second meeting held Feb 17, 2016

- o FY17 Budget in development. First draft to be presented at March FC meeting

8. Adjournment

NEXT MEETINGS: Scheduled Board of Director meetings are held at the Bill Platt Training Center unless otherwise noted. *The upcoming dates are: March, 28th; April 25th, May 23rd. The start time of the meetings may change based on today's meeting. Either 3:30 or 4:00. The decision will be notified.*



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS January 25, 2016

Call to Order. Director Hughes called the meeting to order at 3:30 p.m. at the Bill Platt Training Center. Present: Directors Hughes, Beaty, André, Bower, Dodds, and Schwartz. Absent: Director Perry. Also present: District Administrator Caley, Ops Manager Evan Dilks and approximately 30 community members present.

Adoption of the Agenda. Director Beaty moved to adopt the agenda, Director André seconded, all ayes.

Approval of Minutes:

- **Dec 14th, 2015 Board Minutes:** Director Schwartz moved to approve the Minutes as amended, Director Dodds seconded, all ayes.

Privilege of the Floor- Public Comment - none

Presentation - Aging in Place Mendonoma:

- Steven Winningham, Chair and Leslie Tittle, MD, Co-Chair presented their grassroots' findings challenging our area residents associated with aging in place. The primary concerns identified are: 1) Transportation, 2) Depression/Isolation, 3) In-Home Care, 4) Home Maintenance, and 5) Home Repair. They have interviewed community resources; held a variety of community coffees; reviewed previous community assessments, reviewed the Camden Study, etc.,. After analysis, Aging in Place Mendonoma has targeted four focus areas to address the challenges. They include:
 - Local Resource Collaboration
 - Resource Guide Development
 - Education
 - Raise Volunteer Awareness
- Approximately 45 minutes of Q & A followed. AIPM will continue with their work and provide quarterly updates. There was strong community interest regarding this subject. A number of attendees asked for contact information – available at: aginginplacemendonoma@gmail.com

Old Business - Information or Action:

• **Joint Operating Group (JOG) Update and Information.**

David Caley reported in Director Perry's absence. The last JOG meeting was held on Jan 13th:

- Diane Agee reported that Urgent Care was seeing an increased number of patients needing a higher level of care but refuse to go to the hospital. MediCal and MediCare reimbursement per visit has increased. Santa Rosa Memorial Hospital is considering the donation of an ultrasound machine to Urgent Care.
- A Rural Health Association Planning grant has been submitted. Award notification is expected possibly in April.
- David Caley reported on a Community Fall Prevention program identified as a need based on the frequency of community residents falling. Falls are the number 1 reasons for ambulance dispatches for the last three years and 75% of those patients require transportation to the hospital. A group of stakeholders has had an initial meeting to establish coordination/collaboration amongst the community resources to reduce falls.
- The Agreement Subcommittee is actively working on the revision of the Memorandum of Understanding.
- JOG meetings are held on the second Wednesday of the month at 3:30 PM at CLSD Headquarters.

- **Short and Long-Term Goals**

Director Hughes discussed the STG and LTG goals will routinely be reviewed at BOD meetings. Goals will be added/subtracted as the BOD feels appropriate. The BOD identified the need to revise the Board Orientation Packet.

New Business – Information or Action:

Reports:

- **Communication Committee:**

Director Bower reported the Communication Committee has received positive feedback from the Emergency Dialing pilot program where kindergarten students practiced dialing 911 and colored information sheets to reinforce their learning. They also received medical history cards for completion and placement on the refrigerator. A request has been received to have all schools and Head Start program in the District be visited by the Paramedics/EMT ambulance. Operations to discuss and work to coordinate. Director André stated the Communication Committee is also working on a Charter Statement and plan to draft measures of success. Sample interviews have been completed within the geographic area across age demographics. Finding: Branding of CLSD is incomplete. Finally, they are in the process to establish guidelines for creating, promoting, protecting, and preserving the CLSD brand. Formal details will be presented at the Feb BOD meeting.

- **Finance Committee:**

The CLSD audit of FY 14/15 took place the week of Jan 11th. From the exit conference preliminary reported we will have a clean financial audit. A draft audit report will be made to Administration in the coming weeks and finalized. Preliminary Q1 and Q2 report provided. Noted: Actual ambulance revenue is dependent upon finalization of the audit, and Parcel Tax revenue is artificially high b/c the initial installment is approximately 60% of the annual revenue with remainder to follow April/May.

District Administrator:

- CLSD Ambulance Run Data was presented
- Spring EMT Training would begin on Jan 26th through June 11th on Tue and Thu evenings with some Saturdays
- Ambulance coverage of the north District is being executed related to the Garcia River flooding and closing Hwy 1. A challenge still working for resolution is the appropriate communique from CalTrans the gates are closing.
- Coming up is a post-audit interview of the Ground Emergency Medical Transport. This is a new program and the state conducted an audit of participants. Findings will be reported.
- Community Fall Prevention program: The initial meeting took place with community resources identified as playing a major role in working with the aging population. Coordination and collaboration of these resources to establish a no-cost program targeting a reduction in the number of falls.

Other:

- Some BOD noted not receiving the Board Packet. The DA will confirm contact list.
- Director Schwartz requested CLSD to be a judge in the Arena Cupcake Wars on March 12th
- Several members of the BOD stated the meeting time is not convenient and would like to discuss alternative times at the next meeting.

Next Board of Directors Meetings:

- Monday Feb 22, 2016, 3:30 PM at CLSD Headquarters
- Monday Mar 28, 2016, 3:30 p.m. at CLSD HQ unless the start time is changed at the Feb 22nd BOD meeting.
- Monday April 25, 2016.

• **Adjournment:**

Director Beaty moved for adjournment at 5:20 pm, Director Perry seconded, all ayes.

Minutes approved.

(Date)

DRAFT

**Coast Life Support District
Year to Date Report**

	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET REVENUE	PAYMENTS	REFUNDS	NET RECEIPTS	BAD DEBT WRITE OFFS	OTHER WRITE OFFS	ADJUSTMENTS	NEW A/R BALANCE
FEBRUARY '15	\$ 165,446.50	\$ 58,604.87	\$ 16,889.13	\$ -	\$ 89,952.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 393,359.14
MARCH '15	\$ 195,540.00	\$ 68,874.84	\$ 32,248.82	\$ -	\$ 94,416.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 487,775.48
APRIL '15	\$ 231,082.50	\$ 65,610.39	\$ 24,103.07	\$ -	\$ 141,369.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 629,144.52
MAY '15	\$ 255,607.00	\$ 93,214.57	\$ 52,569.26	\$ -	\$ 109,823.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738,967.69
JUNE '15	\$ 153,464.50	\$ 114,435.98	\$ 39,389.70	\$ 230.12	\$ (591.30)	\$ 65,766.81	\$ -	\$ 65,766.81	\$ -	\$ -	\$ -	\$ 672,609.58
JULY '15	\$ 263,387.20	\$ 140,848.32	\$ 32,396.54	\$ 3,140.02	\$ 87,002.32	\$ 46,898.13	\$ -	\$ 46,898.13	\$ -	\$ -	\$ -	\$ 712,713.77
AUGUST '15	\$ 215,744.30	\$ 121,218.04	\$ 42,648.23	\$ 17,805.07	\$ 34,072.96	\$ 91,226.51	\$ -	\$ 91,226.51	\$ -	\$ -	\$ -	\$ 655,560.22
SEPTEMBER '15	\$ 250,301.80	\$ 51,311.08	\$ 23,513.03	\$ 8,058.55	\$ 167,419.14	\$ 167,485.74	\$ -	\$ 167,485.74	\$ 40,956.00	\$ -	\$ -	\$ 614,690.54
OCTOBER '15	\$ 146,082.90	\$ 54,650.53	\$ 73,494.63	\$ (2,705.13)	\$ 20,642.87	\$ 63,526.44	\$ -	\$ 63,526.44	\$ -	\$ -	\$ -	\$ 571,806.97
NOVEMBER '15	\$ 124,913.00	\$ 49,950.15	\$ 61,562.00	\$ 680.95	\$ 12,719.90	\$ 83,346.78	\$ -	\$ 83,346.78	\$ -	\$ 0.50	\$ 15.00	\$ 501,194.59
DECEMBER '15	\$ 179,477.60	\$ 55,633.94	\$ 44,209.91	\$ 5,100.64	\$ 74,533.11	\$ 55,218.36	\$ -	\$ 55,218.36	\$ -	\$ 538.40	\$ -	\$ 519,970.94
JANUARY '16	\$ 238,072.40	\$ 97,509.44	\$ 60,109.94	\$ 4,155.57	\$ 76,297.45	\$ 53,232.82	\$ -	\$ 53,232.82	\$ -	\$ 730.00	\$ 7.14	\$ 542,312.71
YEAR TO DATE TOTALS	\$ 2,419,119.70	\$ 971,862.15	\$ 503,134.26	\$ 36,465.79	\$ 907,657.50	\$ 626,701.59	\$ -	\$ 626,701.59	\$ 40,956.00	\$ 1,268.90	\$ 175.06	
YTD PERCENTAGE OF REVENUE		40.17%	20.80%	1.51%	37.52%	25.91%	0.00%	25.91%	1.69%	0.05%	0.02%	
YTD PERCENTAGE OF NET REVENUE						69.05%						

CLSD RUN DATA for the PRECEEDING 12 MONTHS

MONTH MOST CURRENT ON TOP	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LANDING		DRY RUN		T&R		TO RCMS		FROM RCMS					
	AUTHORIZED ORDER DISPATCHED	Year Prior	PATIENT CARE RECORD	Year Prior	ADVANCED LIFE SUPPORT	Year Prior	ALS>BLS	Year Prior	BASIC LIFE SUPPORT	Year Prior	BLS	Year Prior	BLS>ALS	Year Prior	TOTAL	Year Prior	CANCELLED ON ROUTE	Year Prior	Current	Year Prior	ALS	Year Prior	BLS	Year Prior	ALS	Year Prior	BLS	Year Prior
JAN	83	79	68	62	34	26	4	12	10	1	46	36	6	15	24	16	19	5	5	1	4	10	4	5	1	1		
DEC	67	58	57	52	29	28	3	6	4	2	35	32	5	10	20	14	16	2	1	1	4	3	4	0	1	1		
NOV (revised)	66	59	42	45	19	26	2	9	5	0	28	31	4	24	21	12	11	4	3	2	2	4	2	2	2	1		
OCT	72	78	50	53	28	25	2	6	9	1	34	34	7	22	29	16	12	4	2	1	5	3	2	2	1	1		
SEPT	82	93	50	71	30	44	2	9	11	39	55	5	20	17	8	8	4	4	4	7	10	7	2	2	2	1		
AUG	78	75	61	61	30	31	3	9	10	39	41	10	14	15	16	14	14	5	5	3	8	4	2	2	2	1		
JULY	96	97	82	57	36	28	7	16	12	1	52	40	10	14	21	16	15	7	2	2	7	2	2	2	2	1		
JUNE	80		57		32			6		38			23		12		3	3			8			8				
MAY	92		73		39			8		47			28		16		4	4			7		1	7		1	1	
APR	93		80		45			14		59			32		18		4	4			7		7	7		1	1	
MAR	69		62		31			14		45			12		11		5	5			3		3	3		3	3	
FEB	66		48		22			13		35			21		9		2	2			1		1	1		1	1	
RUNNING	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRYRUN		T&R		TO RCMS		FROM RCMS					
TOTAL	944	539	730	401	375	208	23	122	61	5	497	269	47	235	147	164	95	49	13	13	63	36	21	3				

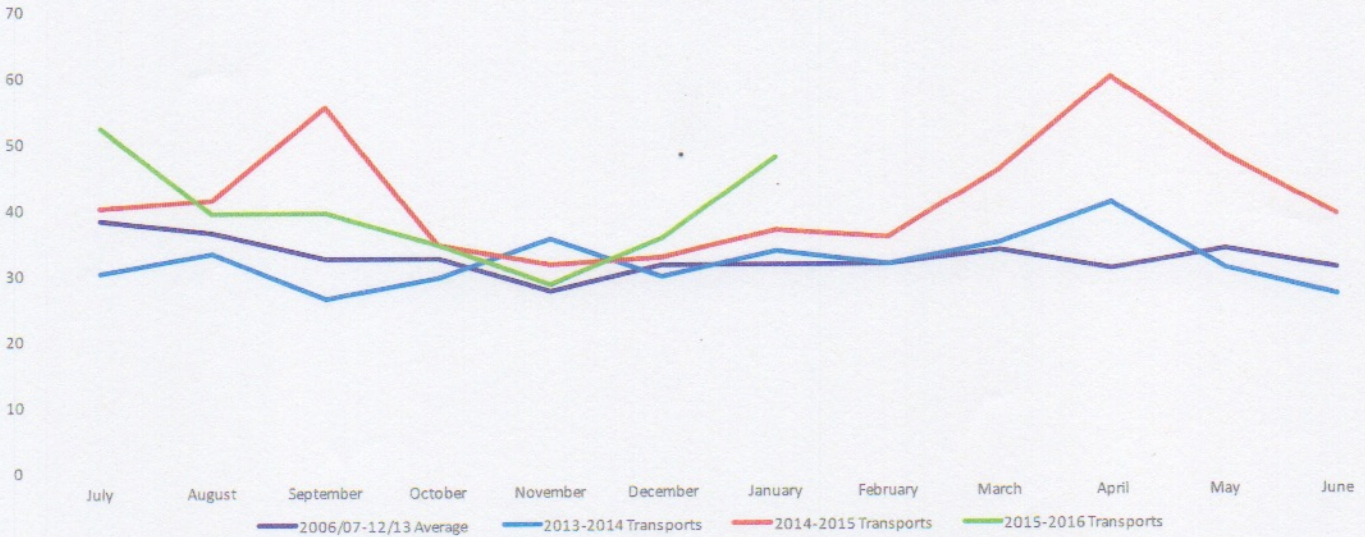
ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

CLSD AMBULANCE RUN DATA (Month/Cumulative)

Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
2006/07-12/13 Average	38	36	32	32	27	31	31	31	33	30	33	30
2013-2014 Transports	30	33	26	29	35	29	33	31	34	40	30	26
2014-2015 Transports	40	41	55	34	31	32	36	35	45	59	47	38
2015-2016 Transports	52	39	39	34	28	35	47					

Cumulative Transports	July	August	September	October	November	December	January	February	March	April	May	June
2006/07-12/13 Average	38	73	105	137	164	195	226	257	290	320	353	383
2013-2014 Transports	30	63	89	118	153	182	215	246	280	320	350	376
2014-2015 Transports	40	81	136	170	201	233	269	304	349	408	455	493
2015-2016 Transports	52	91	130	164	192	227	274					

Monthly Transport Volume by Fiscal Years



Cumulative Transport Volume by Fiscal Years

