

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

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AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:00 PM Monday May 23, 2016 <<<

CLSD Headquarters – Bill Platt Training Room

1. Call to Order Hughes
2. Adoption of the Agenda Hughes
3. Minutes Approval – Action Hughes
 - April 25, 2016 regular Board of Directors Meeting
4. Privilege of the Floor – Public Comment
5. New Business – Information
 - Tentative Urgent Care Budget Kemp
 - Tentative CLSD Budget for FY 16/17 Caley
 - Upcoming District Administrator's Performance Evaluation Hughes
6. Old Business – Information or Action
 - JOG Update – Information Perry
 - Goal Setting - Information Hughes
 - Final Audit FY 14/15 – Information Beaty
 - Final Billing and Collection's policy – Information Beaty
 - Line of Credit – Information Beaty
7. Reports
 - Committee Reports
 - Communication Committee (no new update)
 - Finance – Information Beaty
 - a. Ambulance revenue
 - b. FY 16 Expenses
 - District Administrator Caley
 - CLSD Run Data
 - InterGovernmental Transfer update
 - Community Fall Prevention Program update
 - Welcome – Robin Bean, Executive Assistant starting May 31st
 - OPS:
 - a. ALS and second-out BLS staffed 100%
 - b. Status of current EMT course ending mid-June – potential recruits
 - c. Congrats – Bronwyn Golly now independent Paramedic
 - d. 2:3 hire EMTs hired several months ago have finished the probation period
 - e. Welcome – new EMT Ethan Pack
 - f. Facilities, Vehicles & Equip – no major repairs pending.
 - Community training: "7 ways to save a life in one-hour" – 75 attendees
 - Point Arena Elementary School Health Fair: ambulance tours & taught CPR
 - Monthly CPR – 7 attendees
 - Robust skills training kicked off – Respiratory
 - Mandatory and elective training using Target Solutions
 - Provided single mobile EMT services first annual: Wave and Whales 5K run
 - HAM radio Communication Drill May 17 – Mendo Co OEC w/ Healthcare facilities
 - Spring cleaning: Landscaping almost done; carpets & building washed by June
 - CPR: Goldie Pounds – CPR/First Aid instruction for the Posh Squash (100+
8. Adjournment

NEXT MEETINGS: Scheduled Board of Director meetings are held at the Bill Platt Training Center unless otherwise noted. *The upcoming dates are: June 27, July 25th and Aug 22nd. The start time of the meetings is 4:00 PM.*



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

Call to Order. Director Hughes called the meeting to order at 4:00 p.m. at the Bill Platt Training Center. Present: Directors Hughes, André, Schwartz, Dodds, Bower, Perry and Beaty (via telephone). Also present: District Administrator Caley, Ops Manager Evan Dilks.

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

Approval of March 28, 2016 Board Minutes: Director Schwartz moved to approve the Minutes, Director André seconded, all ayes.

Privilege of the Floor- Public Comment - none

New Business – Information:

- Status of the MediCare designation at RCMS: A presentation was given by CEO Diane Agee (RCMS) and David Caley (CLSD) of the on-going efforts to change the designation status of RCMS so that Medicare will allow appropriate billing of ambulance transports to RCMS. Numerous Rural Health Associations (local and national), elected officials (state and Congressional) and professional health care organizations are advocating for the change. Short-term work is continuing collaboration with these agencies; research other agencies in the US that have such designation status recognized by CMS; continue to gather supporting data/evidence; and develop a Strategic Action Plan. Long-term is on-going advocacy and assure any necessary regulatory/legislative changes are made.
- Tentative Urgent Care Budget: A formal budget will be presented at the May meeting. Diane Agee informed the BOD there will not be a request to increase UC funding. A recommendation was suggested to publish a story about the efforts behind keeping the costs down and avoiding an increase in taxes.
- Director Dodds announced that she will be resigning in the next month or so as she is moving out of the area. Commendations were given for her years of service to the community. Director Hughes requested that Board members send and recommendations they may have as replacement candidates. The Communications Committee will begin recruitment documents for future posting of the vacancy.

Old Business -Information or Action:

- **Joint Operating Group (JOG) Update:** It was reported by Director Perry the MOU first draft is completed and close to ready for Board review.
- **Short and Long-Term Goals – Information:** Director Hughes announce that Annan Peterson will again assist with the Strategic Planning – targeted for June.

New Business – Information or Action:

Reports:

- **Communication Committee:**
 - Director Bower made two school site visits in the past month. Efforts continue on Emergency dialing campaign training kids how to use the diverse types of phones; how to use smartphones when locked; addressing the developmental readiness of the students, etc. Evaluations thus far indicate targeting second graders and older are most successful. Expansion of the program continues at Horicon in the coming week.
- **Finance Committee:**

- FY 15 is a clean Audit and nearly completed. It will be available at the May meeting. Two areas of improvement were recommended and Corrective Action Plans already in place; the GASB accounting standards were again discussed relative to the mandate that CalPERS liabilities must be on the balance sheet and reported on.
- Ambulance revenue reviewed: March net receipts totaled \$52,479.78
- Nine months into FY16 expenses are on tract with budget.
- CLSD will seek to establish a new Line of Credit once the audit is completed. This is to replace the previous Line of Credit provided by the Sonoma County Treasury but is no longer providing.

District Administrator:

- DA/OPS/Team Leader meeting: Established new goals/timelines (e.g. revising job descriptions, revamping training of staff, prioritizing new Standard Operating Policies/Guidelines)
- Kicked off a more robust monthly QA and training program for staff. (Each month staff are assigned Target Solutions content, attend QA/Chart review with CLSD MD, tailgate sessions and skills check-off with supervisors)
- There is potential Sonoma County Board of Supervisors will refund FY15-16 Dispatch fees. In discussion with the County Office of Administration. Hopefully more info expected in May.
- CLSD Run Data reviewed; current cumulative transports trending to last FY.
- Last month: ALS and second-out BLS staffed 100%
- Facilities, Vehicles & Equip – no major repairs pending.
- Spring cleaning is starting (i.e. carpets, washing building, landscaping, etc.)
- CPR: Goldie Pounds – CPR/First Aid instruction for the Posh Squash (100+)
- It was reported by Director Dodds that CLSD received certification of QA/QI Program Compliance Q3
- Site visit to Wittman Enterprises in Sacramento. Reports on-going efforts to assure efficient and effective billing processes.

Closed Session:

At 5:15, Director Schwartz made the motion that was seconded by Director Perry to close the public meeting to discuss a possible legal issue (§54956.9(b)(3)(A)). The closed session ended after a unanimous vote to retain counsel.

Open Session:

At 6:12, Director Schwartz motioned to open the meeting seconded by Director Hughes, all ayes.

Adjournment:

At 6:15, Director André moved for adjournment, Director Hughes seconded, all ayes.

Next Board of Directors Meetings:

- Monday May 23, 2016 at CLSD Headquarters
- Monday June 27, 2016
- Monday August 22, 2016

Minutes approved.

(Date) _____

| REDWOOD COAST MEDICAL SERVICES, INC. | | | |
|--|---------------------------|---------------------------------------|-------------|
| 2016-2017 BUDGET | | | |
| Urgent Care | | | |
| | Weekday Urgent Care | Weekend/ Holiday Urgent Care | Total |
| REVENUE: | | | |
| MEDICARE | 293,772 | 42,802 | 336,574 |
| MEDI-CAL | - | - | - |
| MEDI-CAL MANAGED CARE | 213,704 | 43,962 | 257,666 |
| CROSSOVERS | 22,090 | 3,109 | 25,198 |
| CHDP | 1,600 | 178 | 1,778 |
| INSURANCE | 199,617 | 45,787 | 245,404 |
| PRIVATE PAY & OTHER | 32,309 | 6,732 | 39,041 |
| SLIDING SCALE & OTHER WRITEOFFS | (13,304) | (2,772) | (16,076) |
| NET OPERATING REVENUE | 749,788 | 139,798 | 889,586 |
| TOTAL OPERATING EXPENSES | (1,354,713) | (458,631) | (1,813,344) |
| EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS | (604,925) | (318,833) | (923,758) |
| OTHER GAINS & LOSSES: | | | |
| FEDERAL GRANT | 230,604 | 61,268 | 291,872 |
| PHP QIP | 14,482 | 2,979 | 17,461 |
| CONTRACT SERVICES - CLSD | 370,152 | 254,586 | 624,738 |
| TOTAL OTHER GAINS AND LOSSES | 615,238 | 318,833 | 934,071 |
| NET EXCESS OF REVENUE OVER EXPENSES | 10,313 | (0) | 10,313 |

| REDWOOD COAST MEDICAL SERVICES, INC. | | | |
|--------------------------------------|---------------------------|---------------------------------------|-----------|
| 2015-2016 BUDGET | | | |
| SCHEDULE OF OPERATING EXPENSES | | | |
| Urgent Care | | | |
| | Weekday Urgent Care | Weekend/ Holiday Urgent Care | Total |
| STAFF COSTS | | | |
| WAGES | 464,599 | 208,494 | 673,094 |
| BENEFITS | 92,920 | 41,699 | 134,619 |
| TOTAL PAYROLL | 557,519 | 250,193 | 807,712 |
| CONTRACTED SERVICES | 259,000 | 96,400 | 355,400 |
| TOTAL STAFF COSTS | 816,519 | 346,593 | 1,163,112 |
| FACILITY COSTS | | | |
| DEPRECIATION OF BUILDINGS | 8,880 | 3,700 | 12,580 |
| JANITORIAL SERVICES | 4,400 | 1,650 | 6,050 |
| REAL ESTATE TAXES | 1,920 | 800 | 2,720 |
| REPAIRS & MAINTENANCE | 640 | 240 | 880 |

| | | | |
|--|-----------|---------|-----------|
| UTILITIES | 4,400 | 1,650 | 6,050 |
| TOTAL FACILITY COSTS | 20,240 | 8,040 | 28,280 |
| OTHER OPERATING EXPENSES | | | |
| ADVERTISING/PUBLIC RELATIONS | 942 | 400 | 1,342 |
| CONTINUING EDUCATION | 2,228 | 946 | 3,173 |
| DEPRECIATION | 18,848 | 8,001 | 26,849 |
| DUES & PUBLICATIONS | 4,626 | 1,964 | 6,590 |
| EMPLOYMENT ADVERTISING | 257 | 109 | 366 |
| EQUIPMENT LEASE | 771 | 327 | 1,098 |
| INFECTIOUS WASTE | 2,656 | 1,127 | 3,783 |
| INSURANCE | 8,225 | 3,491 | 11,716 |
| LAB SERVICES | 4,500 | 3,750 | 8,250 |
| MINOR EQUIPMENT | 3,799 | 764 | 4,563 |
| POSTAGE & SHIPPING | 2,142 | 909 | 3,051 |
| PROVIDER HOUSING | 5,250 | 2,250 | 7,500 |
| REPAIRS & MAINTENANCE | 2,570 | 1,091 | 3,661 |
| SUPPLIES-MEDICAL | 65,645 | 21,376 | 87,021 |
| SUPPLIES-OFFICE | 10,281 | 4,364 | 14,645 |
| SUPPLIES-PHARMACEUTICALS | 36,204 | 9,001 | 45,204 |
| TAXES & LICENSES | 1,799 | 764 | 2,563 |
| TELEPHONE & COMMUNICATIONS | 8,996 | 3,819 | 12,814 |
| TRAVEL & CONFERENCES | 15,421 | 6,546 | 21,967 |
| X-RAY SERVICES | 21,000 | 9,000 | 30,000 |
| SUB-CONTRACTED GRANT EXPENSES | - | 24,000 | 24,000 |
| TOTAL OTHER OPERATING EXPENSES | 216,161 | 103,998 | 320,159 |
| TOTAL OPERATING EXPENSES | 1,052,920 | 458,631 | 1,511,552 |
| ALLOCATION OF ADMINISTRATION | 301,792 | - | 301,792 |
| | 22.97% | | |
| TOTAL OPERATING EXPENSES AFTER ALLOCATION | 1,354,713 | 458,631 | 1,813,344 |

CLSD FY 17 DRAFT BUDGET (May 18th)

| | | | | | FY15 Draft | FY16 Draft | FY17 Draft | FY16 to F17 Change |
|-----------------------------|---|--|--|--|-------------------|------------------|------------------|-----------------------|
| Income/Expense | | | | | | | | |
| INCOME | | | | | | | | |
| 4000 · CLSD Special Taxes | | | | | | | | |
| 4010 · Mendocino County | | | | | | | | |
| | 4011 · Mendo EMS Tax | | | | 462,624 | 474,012 | 474,012 | - |
| | 4012 · Mendo AHUC Tax | | | | 333,552 | 335,455 | 335,168 | (288) |
| | 4013 · Mendo CSA Tax | | | | 87,000 | 87,000 | 92,672 | 5,672 |
| | 4010 · Mendocino County - Other | | | | | 0 | | - |
| | Total 4010 · Mendocino County | | | | 883,176 | 896,467 | 901,852 | 5,385 |
| 4020 · Sonoma County | | | | | | | | |
| | 4021 · Sonoma EMS Tax | | | | 363,480 | 368,632 | 368,632 | - |
| | 4022 · Sonoma AHUC Tax | | | | 303,972 | 302,795 | 302,795 | - |
| | 4020 · Sonoma County - Other | | | | | | | - |
| | Total 4020 · Sonoma County | | | | 667,452 | 671,427 | 671,427 | - |
| | Total 4000 · CLSD Special Taxes | | | | 1,550,628 | 1,567,894 | 1,573,279 | 5,385 |
| 4100 · Interest Income | | | | | | | | |
| | 4110 · Sonoma Co Int on Pooled Cash | | | | | | | - |
| | 4120 · Bank Interest Income | | | | | 1,338 | | |
| | Total 4100 · Interest Income | | | | 1,344 | 1,338 | | |
| 4200 · Ambulance Income | | | | | | | | |
| | Ambulance Revenue Projection | | | | 445 | 400 | | |
| | Collection per transport FY 15 and FY16 | | | | 1,202 | 1,214 | | |
| | FY 17: Transports: 451 x 1,117=503,767 | | | | | | 503,767 | |
| | FY 17: Non-Transports: 177x264=46,745 | | | | | | 46,745 | |
| | Medi-Cal Reimbursement Programs | | | | | | | |
| | Intergovernmental Transport Program | | | | 80,000 | 84,500 | 81,500 | (3,000) |
| | Ground Emerg Med Transport Program | | | | | 20,000 | 10,000 | (10,000) |
| | Resident Discount | | | | (38,479) | (38,479) | (40,000) | (1,521) |
| | GEMT (audited) overpayment | | | | | | | - |
| | GEMT (unaudited) overpayment | | | | | | (4,492) | (4,492) |
| | Total 4200 · Ambulance Income | | | | 501,759.90 | 66,021 | 597,520 | 531,499 |
| | 4300 · CPR Class Fees | | | | 2,000 | 2,000 | 2,000 | - |
| 4400 · Miscellaneous Income | | | | | | | | |
| | 4402 · Sale of Surplus Property | | | | 3,500 | 3,000 | | |
| | 4403 · Less Overpayment Reimbursement | | | | | | | - |
| | 4420 · Collection Agency Rec'ts | | | | | | | - |
| | 4430 · Donations Received | | | | | | | - |
| | 4432 · TC Cleaning Donation | | | | | | | - |
| | 4433 · Donation for Equipment | | | | | | | - |
| | 4435 · Annual Dinner Donations | | | | | | | - |
| | 4439 - In Honor of/Memorial | | | | | | | - |
| | 4430 - Donations - Other | | | | 300 | 300 | | |

CLSD FY 17 DRAFT BUDGET (May 18th)

| | FY15 | FY16 | FY17 | FY16 to F17 |
|--|------------------|------------------|------------------|-----------------|
| | Draft | Draft | Draft | Change |
| Total 4430 · Donations Received | 300 | 300 | | |
| 4450 · Copy Medical Records Fees | | - | 150 | 150 |
| 4480 · Reimb Supplies/Rebates | | - | | - |
| 4495 - Sale of Asset | | | | - |
| Total 4400 · Miscellaneous Income | 3,800 | 3,300 | 150 | (3,150) |
| 4610 - Insurance Reimbursements | | - | | |
| 4500 · Grants Received | | - | | |
| TOTAL INCOME | 2,059,532 | 1,640,553 | 2,172,949 | 532,396 |
| EXPENSE | | | | |
| 5000 · PERSONNEL Expenses | | | | |
| 5200 · Health Insurance | 102,000 | 108,250 | 96,000 | (12,250) |
| 5300 · Payroll Taxes-Employer Costs | 27,973 | 31,168 | 31,057 | (111) |
| 5350 · PERS Employer Costs | 83,800 | 98,114 | 117,595 | 19,481 |
| Total Ins/Taxes/CalPERS | | 237,532 | 244,652 | 7,120 |
| 5400 · SALARIES & WAGES | | - | | |
| 5405 · Administrative Salaries | 225,700 | 229,530 | 188,779 | (40,751) |
| 5405.1 - UC Overhead | (15,988) | (22,681) | (22,681) | 0 |
| 5410 · Full-time Emp Wages & Salaries | 356,600 | 354,823 | 358,500 | 3,677 |
| 5420 · Holiday & Other Wage Benefits | 3,950 | 4,200 | 4,200 | - |
| 5430 · Merit Pay | 29,900 | 33,068 | 32,808 | (260) |
| 5450 · Part-time Employee Wages | | | - | - |
| 5451 · ALS Part-time Emp Wages | 18,800 | 10,310 | 22,779 | 12,469 |
| 5453 · CPR Instructors | 2,000 | 2,500 | 5,500 | 3,000 |
| 5455 · BLS Paid Call Wages | 123,801 | 175,432 | 179,498 | 4,066 |
| 5458 · Trng Mgmt Stipends | 10,800 | 0 | - | - |
| 5459 - EMT Public Relations | | | - | - |
| 5460 · Special Projects | | 3,527 | 3,527 | (0) |
| 5480 - Training Wages | 15,873 | 21,436 | 25,478 | 4,042 |
| Total 5450 · Part-time Employee Wages | 171,274 | 213,205 | 798,388 | 585,183 |
| Total 5400 · SALARIES & WAGES | 771,436 | 812,145 | 1,043,040 | 230,895 |
| 5100 · Employee Test & Uniforms | 4,700 | 4,700 | 5,000 | 300 |
| 5500 · Work Comp Insurance (SDRMA) | 26,033 | 36,265 | 30,950 | (5,315) |
| Total 5000 · PERSONNEL Expenses | 1,015,942 | 1,090,642 | 1,078,990 | (11,652) |
| 6000 · AMBULANCE OPERATIONS | | | | |
| 6010 · Second Out Ambulance Expense | | | | |
| 6011 · Ambulance Garage Rent | 2,820 | 2,400 | - | (2,400) |
| 6012 · Elk Transports/Misc Exp | | | | - |
| Total 6010 · Second Out Ambulance Expense | 2,820 | 2,400 | - | (2,400) |
| 6030 · Consultants - Medical | | | | |

CLSD FY 17 DRAFT BUDGET (May 18th)


| | FY15 | FY16 | FY17 | FY16 to F17 |
|---|----------------|----------------|----------------|-------------|
| | Draft | Draft | Draft | Change |
| 6035 · EMS Medical Director | 37,800 | 37,800 | 37,800 | - |
| Total 6030 · Consultants - Medical | 37,800 | 37,800 | 37,800 | - |
| 6040 · Dispatch Services | 29,496 | 30,900 | 32,008 | 1,108 |
| Total 6040 - Dispatch Services | 29,496 | 30,900 | 32,008 | |
| 6100 · STATION/CREW HOUSING EXPENSES | | | | |
| 6110 · Station Supplies, Maint, Cleaning | 9,300 | 9,300 | 9,300 | - |
| 6180 · Utilities | 12,000 | 12,000 | 12,000 | - |
| 6188 · Telephone | 5,496 | 5,500 | 5,500 | - |
| 6190 · Facility Improvements | | | 9,500 | 9,500 |
| 6195 · Station Furniture & Fixtures | 1,500 | 1,500 | 3,000 | 1,500 |
| Total 6100 · STATION/CREW HOUSING EXPENSES | 28,296 | 28,300 | 39,300 | 11,000 |
| 6200 · VEHICLE Expenses | | | | |
| 6211 · Vehicle Maintenance | 15,000 | 15,000 | 15,000 | - |
| 6212 · Vehicle Repair | | | | |
| 6230 · Ambulance Equipment | | | | |
| 6240 · Diesel Fuel | 15,000 | 15,000 | 15,000 | - |
| 6260 · Towing Expense | | | | - |
| Total 6200 · VEHICLE Expenses | 30,000 | 30,000 | 30,000 | - |
| 6300 · Insurance | 11,556 | 12,134 | 16,350 | 4,216 |
| 6410 · Radios & Communications Equip | | - | | |
| 6412 · Radio Repairs | 996 | 6,000 | 3,000 | (3,000) |
| 6415 · Communication Equipment | 11,000 | 2,000 | 5,000 | 3,000 |
| 6418 · ATT Tower Lease | 744 | 750 | 100 | (650) |
| Total 6410 · Radios & Communications Equip | 12,740 | 8,750 | 8,100 | (650) |
| 6500 · Supplies & Equipment | | | | |
| 6505 · Medical Small Equipment | | | | |
| 6507 · Equipment Repairs | | 1,400 | 2,900 | 1,500 |
| 6510 · Medical Supplies & Equip | 25,404 | 29,000 | 25,000 | (4,000) |
| 6515 · Disaster Preparedness Supplies | 504 | 500 | 1,000 | 500 |
| Total 6500 · Supplies & Equipment | 25,908 | 30,900 | 28,900 | (2,000) |
| Total 6000 · AMBULANCE OPERATIONS | 208,112 | 212,084 | 192,458 | (19,626) |
| 6700 · OVERHEAD -- ADMINISTRATION | | | | |
| 6710 · Billing & Bookkeeping | | | | |
| 6711 · Outside Agency Collections | 1,400 | 1,400 | - | |
| 6712 · Billing Contract | 33,000 | 33,000 | 33,031 | 31 |
| 6714 · Business Office Equip/Software | 3,500 | 3,500 | 5,300 | 1,800 |
| Total 6710 · Billing & Bookkeeping | 37,900 | 37,900 | 38,331 | 431 |

CLSD FY 17 DRAFT BUDGET (May 18th)

| | FY15 | FY16 | FY17 | FY16 to F17 |
|--|---------------|----------------|----------------|---------------|
| | Draft | Draft | Draft | Change |
| 6718 · Office Supplies-Admin | | | | |
| 6720 · Board Expenses | 5,000 | 5,000 | 5,000 | - |
| 6730 · Consultants | | | | |
| 6736 · Consultants-Bookkeeping | 7,680 | 7,680 | 12,000 | 4,320 |
| 6736.1 - Consultant Billing (Terry) | | | | - |
| 6737 · Consultants-Financial | 1,500 | 1,500 | 2,000 | 500 |
| 6738 · Consultant-Legal | 3,000 | | 10,000 | 10,000 |
| 6734 - Consultant-IT | | | 6,750 | 6,750 |
| 6740 · Consultants-Audit | 8,500 | 12,000 | 8,500 | (3,500) |
| 6741 - Consultant - NBS Tax Administration | 9,800 | 10,118 | 10,345 | 227 |
| Total 6730 · Consultants | 30,480 | 31,298 | 49,595 | 18,297 |
| 6742 · Bank service charges | | 1,000 | 1,000 | - |
| 6750 · County Services | | | | |
| 6751 · County Services - LAFCO & Misc | 6,600 | 2,600 | 3,500 | 900 |
| 6755 · Property Tax Administration | 15,000 | 23,173 | 24,285 | 1,112 |
| Total 6750 · County Services | 21,600 | 25,773 | 27,785 | 2,012 |
| 6760 · Education/Professional Devel | | | 2,500 | 2,500 |
| 6765 · Election Costs/Reserve | | | 10,000 | 10,000 |
| 6770 · Memberships (Dues & Subscriptions) | 4,500 | 4,500 | 4,500 | - |
| 6772 · Dues and Subscriptions | | | | |
| 6785 · Office Exp/Postage and Delivery | | | | |
| 6788 · Printing and Reproduction | | | 2,000 | 2,000 |
| 6790 · Computer/Equipment Repairs (Admin) | | | | |
| 6795 · Travel/Transportation | 500 | 500 | 1,500 | 1,000 |
| 6799 - Late Fees | | | | |
| Total Misc Overhead | | | 20,500 | 20,500 |
| Total 6700 · OVERHEAD -- ADMINISTRATION | 99,980 | 105,971 | 142,211 | 36,240 |
| 6900 · TRAINING PROGRAMS | | | | |
| 6945 · Summer Training Program | | | | |
| 6970 · Community Training Program Exp | | | | |
| 6971 · Community Engagement / PR materials | | | 2,000 | 2,000 |
| 6972 · CPR Consumables & Trng Supplies | 1,500 | 1,500 | 1,500 | - |
| 6975 · Training Equipment | 1,500 | 1,200 | 1,000 | (200) |
| Total 6970 · Community Training Program Exp | 3,000 | 2,700 | 4,500 | 1,800 |
| 6980 · Employee Training | | | | |
| 6981 · Staff External Training Expenses | 8,000 | 2,000 | 1,500 | (500) |
| 6982 · ALS Training Equipment Expense | | 3,700 | 1,000 | (2,700) |
| 6983 - Outside Instructors | | | 1,000 | 1,000 |
| 6984 - Conference | | | 5,600 | 5,600 |
| 6980 · Employee Training - Other | | | - | - |
| Total 6980 · Employee Training | 8,000 | 5,700 | 9,100 | 3,400 |
| 6990 · First Responder Training | | | 1,000 | 1,000 |

CLSD FY 17 DRAFT BUDGET (May 18th)

| | FY15 Draft | FY16 Draft | FY17 Draft | FY16 to FY17 Change |
|--|--------------------|--------------------|--------------------|------------------------|
| Total 6900 · TRAINING PROGRAMS | 11,000 | 8,400 | 14,600 | 6,200 |
| 7000 · URGENT CARE | | | | |
| 7010 - UC Administration | - | - | - | - |
| 7011 - UC Admin Overhead | 15,998 | 22,681 | 22,681 | (0) |
| 7020 - UC QA/QI | - | - | - | - |
| 7050 - UC Contract | 621,739 | 621,739 | 624,738 | 2,999 |
| Total 7000 · URGENT CARE | 637,737 | 644,420 | 647,419 | 2,999 |
| 8000 · INTEREST ON CAPITAL EX | | | | |
| Interest on third-party debt | | | | |
| Internal interest income - UC | | | | |
| Internal interest expense - EMS | 1,334 | 1,338 | 4,086 | 2,748 |
| Total 8000 · INTEREST ON CAPITAL EX | 1,334 | 1,338 | 4,086 | 2,748 |
| 9000 · Other Expenses | | | | |
| Total 9000 - Other Expenses | | | - | - |
| 9500 - Depreciation Expense | 81,996 | 68,000 | 80,794 | 12,794 |
| TOTAL EXPENSES | 2,056,101 | 2,130,854 | 2,160,558 | 29,704 |
| Net Income/(Loss) | 3,431 | (490,301) | 12,391 | 502,692 |
| | Budget FY16 | Budget FY17 | Budget FY17 | |
| EMS Income | 1,422,008 | 1,002,303 | 1,534,986 | 532,683 |
| EMS Expense | 1,418,364 | 1,486,434 | 1,513,139 | 26,705 |
| EMS Net | 3,644 | (484,131) | 21,847 | 505,978 |
| UC Income | 637,524 | 638,250 | 637,963 | (288) |
| UC Expense | 637,737 | 644,420 | 647,419 | 2,999 |
| UC Net | (213) | (6,170) | (9,457) | (3,286) |

| | | |
|---|---|---|
|  | <h1>Policy & Procedure</h1> <h2>COAST LIFE SUPPORT DISTRICT BILLING & COLLECTIONS POLICY</h2> <p>DRAFT 3/11/16</p> | FUNCTION Billing & Collections |
| | | NUMBER |
| | | PRIOR ISSUE Last known date 2/14/11 |
| | | EFFECTIVE DATE TBD ~ March 2016 |

The following Policy covers procedures for the collection of outstanding bills for Ambulance Services provided by the Coast Life Support District (CLSD).

1. OVERSIGHT ROLE OF FINANCE COMMITTEE

The Board of Directors (BOD) delegates to the Finance Committee the task of monitoring CLSD's outsourced ambulance billing through Wittman Enterprises, Inc., the granting of Resident Discounts and the selection of a Collection Agency on an annual basis.

The BOD will establish a Billing Committee that will regularly review and grant payment plan requests, the timing of accounts to be turned over to the contracted collection agency services and make recommendations to the BOD on the recognition of bad debt through write-offs.

2. ADMINISTRATION AND PROCEDURES

The CLSD shall engage the services of Wittman Enterprises, Inc., which will conduct regular billing activity for the District's Accounts Receivable, under the supervision of the District Administrator.

It is a primary policy of the CLSD to protect the confidentiality of client's medical, financial and personal information within accepted industry and legal standards, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA).

The Billing Process begins with transport and/or field-delivered service(s) documentation forwarded from the ambulance crew, or other department, within two days from time of service, on accepted forms in conformance with all appropriate state and local agency guidelines. At minimum, this will include all required medical information necessary for accurate billing of services, and identity information of the client and

other persons/insurance carrier(s) who may be responsible for payment of services. Insurance claims should be processed within seven days from time of service, subject to the judgment of the Administration. Bills to the patient or responsible party for any remaining balance should be processed within ten days from time insurance payments (if any) have been credited, or from time of service for uninsured patients.

It is the responsibility of the client for payment of services. CLSD shall determine methods of billing, with the goal to maximize the payments received within the shortest reasonable time. The Billing Committee shall have authority and discretion to establish payment plans of up to 24 months at not interest.

The Administration will provide regular follow-up and client/insurance carrier contacts within industry-standards billing schedule periods. Appropriate record keeping procedures will be maintained in order to document the collection process for legal and BOD review. Reasonable attempts to collect amounts due should include mail correspondence and telephone contacts with the client, hospitals and clinics, insurance carriers, attorneys, estate administrators and others who may be able to assist in the collection efforts.

3. PAYMENT PLAN

Patients may request a payment plan on a "*Payment Plan Request*" form and submitted to the Billing committee. Those who have established a monthly payment plan will be required to contact the billing services of Wittman Enterprises, Inc. if they are unable, for any reason, to make their monthly payment. If a monthly payment is missed and the patient does not contact Wittman Enterprises, the CLSD Billing committee will determine if a late fee will be charged to the patient account. Additional late fees for missed payments may also be accrued until such time as the account is turned over for collections.

4. WRITE-OFFS

Definition: To write-off an account is to remove it from outstanding Accounts Receivable records.

The following criteria will determine the circumstances that will allow an account to be written off. It is the goal of these write-off criteria to have the Accounts Receivable Records accurately reflect, in total, the amounts that the CLSD can collect within the time limits of generally accepted accounting principles.

The following write-off categories are recognized:

a. STATUTORY WRITE-OFF'S

When a client is insured through Medicare, MediCal, Medicare and MediCal-assigned HMOs, Veteran's Administration, Workman's Compensation, or TRICARE, and the Administration has processed billing paperwork according to program procedures, and has received payment from that agency, then the required contractual allowance will be written-off by CLSD without BOD or FC approval.

b. RESIDENT DISCOUNT

A Resident Discount of 50% may reduce the remaining balance on an account after any third party payments. A Resident Discount must be supported by the patient providing written proof of either 1) a mailing address within the District, and/or 2) proof of property taxes paid for real estate within the District). A Resident Discount must be approved by the Billing Committee.

A Resident Discount, as defined above, may be applied to patient accounts who do not have health insurance. Patient accounts which have been granted a Resident Discount must be paid in full with 60 days of invoicing unless a Payment Plan Request has been submitted. If a Payment Plan is established, the Resident Discount will be allowed only after timely payment of each installment under the Payment Plan.

c. COLLECTIONS AGENCY

Accounts that have no significant collection or contact activity after 90 days (or sooner, at the discretion of the Administration) shall be forwarded to the designated Collection Agency and submitted to the Board of Directors for write-off. A Collection Agency will be engaged by the CLSD to provide additional efforts beyond the scope of the Administration's duties. At minimum, the Collection Agency should place nonpayment notices on the client's credit report of National Credit Reporting agencies, such as TRW, etc. The Collection Agency shall be empowered to make collections within acceptable industry standards. It will remain the responsibility of the Administration to record any activity on the client account, after having sent that account to the Collections Agency. The selection of the designated Collection Agency shall be approved by the Finance Committee, and reviewed annually.

d. NO ESTATE

In the event a patient dies and has no estate the account proceeds through normal billing and collections prior to being written off.

5. PROTESTING A CLAIM

A patient or a patient's representative can protest a claim in writing and submit to the Billing committee to determine if a discount or write-off should be applied.

6. WAIVERS OF FEES

As a public agency funded entirely by taxpayers in the District, the CLSD does not grant discounts or waiver of fees to any person except as specifically provided in paragraph 4 above.

Approved by the Board of Directors of CLSD on _____, 2016.

Richard Hughes, President

**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 |
|--------------------------------------|------------------------|------------------------|----------------------|-------------------------------|----------------------|----------------------|------------------|----------------------|---------------------|--------------------|------------------|-----------------|
| 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 | \$ 262,387.20 | \$ 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 | \$ - | \$ - | \$ - | \$ 635,560.22 |
| 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 | \$ - | \$ 152.92 | \$ 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 |
| FEBRUARY '16 | \$ 145,692.60 | \$ 66,384.49 | \$ 35,490.56 | \$ 48.87 | \$ 43,768.68 | \$ 46,827.68 | \$ - | \$ 46,827.68 | \$ - | \$ - | \$ 7.78 | \$ 539,261.49 |
| MARCH '16 | \$ 236,652.90 | \$ 131,049.86 | \$ 42,004.94 | \$ 927.62 | \$ 62,670.48 | \$ 52,777.57 | \$ 297.79 | \$ 52,479.78 | \$ - | \$ - | \$ - | \$ 549,452.19 |
| APRIL '16 | \$ 184,394.20 | \$ 76,165.20 | \$ 29,277.89 | \$ 5,881.90 | \$ 73,069.21 | \$ 38,715.61 | \$ - | \$ 38,715.61 | \$ - | \$ - | \$ - | \$ 583,805.79 |
| YEAR TO DATE TOTALS | \$ 2,393,790.40 | \$ 1,052,371.60 | \$ 536,666.63 | \$ 43,324.18 | \$ 761,427.99 | \$ 765,022.45 | \$ 297.79 | \$ 764,724.66 | \$ 40,956.00 | \$ 1,268.90 | \$ 182.84 | |
| YTD PERCENTAGE OF REVENUE | | 43.96% | 22.42% | 1.81% | 31.81% | 31.96% | 0.04% | 31.95% | 1.71% | 0.05% | 0.02% | |
| YTD PERCENTAGE OF NET REVENUE | | | | | | | | 100.43% | | | | |

COAST LIFE SUPPORT DISTRICT
Actuals vs. Budget: Budget - FY16 P&L
July 2015 - April 2016

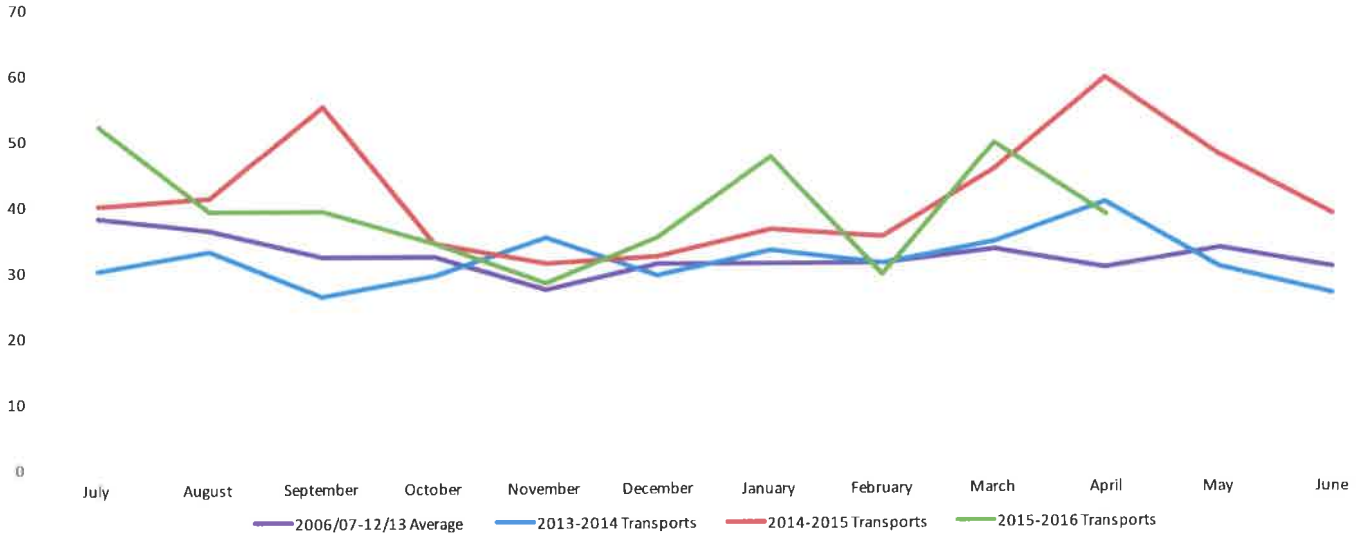
| | Actual | Budget | Total over Budget | % of Budget |
|---------------------------------|------------------------|------------------------|-----------------------|----------------|
| Expenses | | | | |
| 5000 PERSONNEL Expenses | 803,783.12 | 912,135.00 | -108,351.88 | 88.12% |
| 6000 AMBULANCE OPERATIONS | 156,066.03 | 148,488.00 | 7,578.03 | 105.10% |
| 6700 OVERHEAD -- ADMINISTRATION | 94,850.48 | 90,755.00 | 4,095.48 | 104.51% |
| 6900 TRAINING PROGRAMS | 3,308.07 | 7,000.00 | -3,691.93 | 47.26% |
| 7000 URGENT CARE | 532,762.00 | 536,053.00 | -3,291.00 | 99.39% |
| 8000 Interest Expense | 1,968.52 | 1,115.00 | 853.52 | 176.55% |
| 9500 Depreciation Expense | 68,762.50 | 80,000.00 | -11,237.50 | 85.95% |
| Uncategorized Expense | 0.00 | | 0.00 | |
| Total Expenses | \$ 1,661,500.72 | \$ 1,775,546.00 | -\$ 114,045.28 | 93.58% |
| Net Operating Income | \$ 114,597.06 | \$ 28,653.00 | \$ 85,944.06 | 399.95% |
| Other Expenses | | | | |
| Other Miscellaneous Expense | 0.00 | | 0.00 | |
| Total Other Expenses | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| Net Other Income | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| Net Income | \$ 114,597.06 | \$ 28,653.00 | \$ 85,944.06 | 399.95% |

Friday, May 13, 2016 01:25:30 PM PDT GMT-7 - Accrual Basis

CLSD AMBULANCE RUN DATA (Month/Cumulative)

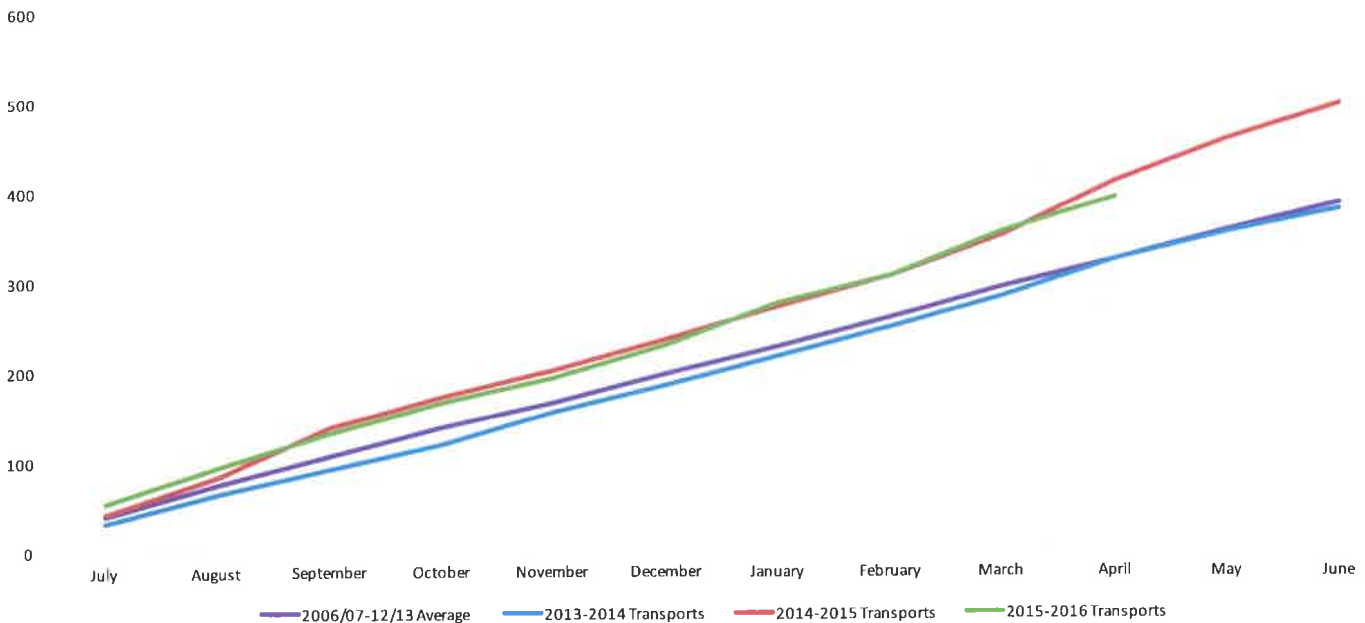
| Monthly Transports | July | August | September | October | November | December | January | February | March | April | May | June |
|-----------------------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|
| 2006/07-12/13 Average | 38 | 36 | 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 | 29 | 49 | 38 | | |

Monthly Transport Volume by Fiscal Years



| 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 | 303 | 352 | 390 | | |

Cumulative Transport Volume by Fiscal Years



CLSD RUN DATA for the PRECEDING 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 | | | | | |
|------------------------------------|------------|------------|------------|------------|------------|------------|-----------|------------|------------|------------|----------|------------|------------|------------|-----------|------------|------------|------------|------------|------------|-----------|------------|-----------|------------|-----------|-----------|-----------|----------|
| | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | | | | |
| April | 67 | 93 | 57 | 80 | 23 | 45 | 6 | | 15 | 14 | 0 | | 38 | 59 | 5 | | 13 | 32 | 13 | 18 | 1 | 4 | 1 | 0 | 5 | 7 | 6 | 1 |
| MAR | 91 | 69 | 70 | 62 | 31 | 31 | 6 | | 18 | 14 | 0 | | 49 | 45 | 5 | | 20 | 12 | 13 | 11 | 2 | 5 | 1 | 3 | 7 | 7 | 3 | 3 |
| FEB | 59 | 66 | 47 | 48 | 18 | 22 | 8 | | 11 | 13 | 0 | | 29 | 35 | 4 | | 12 | 21 | 10 | 9 | 1 | 2 | 0 | 1 | 2 | 0 | 1 | 1 |
| JAN | 83 | 79 | 68 | 62 | 34 | 26 | 4 | | 12 | 10 | 1 | | 46 | 36 | 6 | | 15 | 24 | 16 | 19 | 5 | 5 | 1 | 1 | 4 | 10 | 5 | 1 |
| DEC | 67 | 58 | 57 | 52 | 29 | 28 | 3 | | 6 | 4 | 2 | | 35 | 32 | 5 | | 10 | 20 | 14 | 16 | 2 | 1 | 1 | 1 | 4 | 3 | 0 | 1 |
| NOV (revised) | 66 | 59 | 42 | 45 | 19 | 26 | 2 | | 9 | 5 | 0 | | 28 | 31 | 4 | | 24 | 21 | 12 | 11 | 4 | 3 | 2 | 2 | 2 | 2 | 2 | 4 |
| OCT | 72 | 78 | 50 | 53 | 28 | 25 | 2 | | 6 | 9 | 1 | | 34 | 34 | 7 | | 22 | 29 | 16 | 12 | 4 | 2 | 1 | 1 | 5 | 3 | 2 | 1 |
| SEPT | 82 | 93 | 50 | 71 | 30 | 44 | 2 | | 9 | 11 | | | 39 | 55 | 5 | | 20 | 17 | 8 | 8 | 4 | | | 7 | 10 | 2 | | |
| AUG | 78 | 75 | 61 | 61 | 30 | 31 | 3 | | 9 | 10 | | | 39 | 41 | 10 | | 14 | 15 | 16 | 14 | 5 | | 3 | 8 | 4 | 2 | | |
| 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 |
| JUNE | 80 | | 57 | | 32 | | | | 6 | | | | 38 | | | | 23 | | 12 | | 3 | | | 8 | | | | |
| MAY | 92 | | 73 | | 39 | | | | 8 | | | | 47 | | | | 28 | | 16 | | 4 | | 1 | 7 | 1 | | | 1 |
| TOTAL | 933 | 767 | 714 | 591 | 349 | 306 | 43 | 0 | 125 | 102 | 5 | 0 | 474 | 408 | 61 | 0 | 215 | 212 | 162 | 133 | 42 | 24 | 11 | 7 | 66 | 46 | 29 | 8 |
| | A/O | | PCR | | ALS | | ALS>BLS | | BLS | | BLS>ALS | | TOTAL | | LZ | | DRY RUN | | T&R | | TO RCMS | | FROM RCMS | | | | | |

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

A stylized logo featuring a sun with rays and a person silhouette. The sun is a large yellow circle with ten yellow rays extending outwards. In front of the sun is a dark red silhouette of a person with arms slightly out to the sides and legs apart, standing on a yellow circular base that overlaps the sun.

FALL

PREVENTION
CENTER OF EXCELLENCE

Fall Prevention
Awareness Week

September 23-29, 2015

Basic First Aid, CPR and AED in One Hour

Presented by Coast Life Support District

- **Safety** "You are Number 1"
- **911 Activation** (707)565 2121 Sonoma County Sherriff

Bleeding

External

STOP the Leak
Elevate
Don't remove object
Nosebleeds

Internal

Lie Down
Keep Warm
Keep Still

Strains/Sprains/Broken Bones/Spinal Injuries

Splint as found (do not straighten)

Ice

DO NOT MOVE a person with a suspected spinal injury

Allergic Reaction - Bites and Stings

Anaphylactic Shock - Prescription EpiPen

Benadryl Tablets

Remove the stinger

Respiratory Emergencies

Prescription Inhalers

Cardiac Emergencies

Prescription Nitroglycerin

Aspirin

Altered Level Of Conscious - (Alcohol, Epilepsy, Insulin, Overdose, Under-dose, Trauma, Infection, Poisoning, Psychosis, Stroke)

Dizziness/Fainting/Stroke/Shock

Lie Down

Keep Warm

Seizure

Keep clear of objects until seizing stops, then place on their side

Choking

Heimlich Maneuver

CPR

Chest Compressions

AED