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

>>> 4:00 PM Monday Nov 28, 2016 <<< CLSD Headquarters – Bill Platt Training Room

1.	Call to Order	Hughes
2.		Hughes
3.	Minutes Approval	Hughes
4.	Privilege of the floor	Hughes
5.	New Business	
	 a. Swearing in of incumbent Directors – Sonoma County b. Next scheduled BOD meeting is Dec 26th. Cancel? 	Hughes Hughes
6.	Old Business	
	 a. Discussion: New Board Orientation - progress b. Board goals: 	Hughes Hughes
7.	Reports: a. Finance: YTD i. Ambulance revenue – FY 17 Oct ii. Expenses – FY17 Oct iii. Audit – on site completed week of Nov 14th	Beaty
	b. Communication Committee	Bower/André
8.	DA report	Caley
9.	Adjourn	Hughes

NEXT MEETINGS: Scheduled Board of Director meetings are held at the Bill Platt Training Center unless otherwise noted.

(The Dec 26th meeting may be moved or cancelled due to the holidays – TBD). Jan 23, 2017

Feb 27, 2017

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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS Oct. 24th, 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, Bower, Beaty, Schwartz, Perry, Tittle. Also, present: District Administrator Caley, Ops Manager Evan Dilks, and Executive Assistant Robin Bean.

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

Approval of Sept 26th, 2016 Board Minutes: Director Schwartz moved to approve the Minutes, Director André seconded, all ayes.

Privilege of the Floor- Public Comment: The public had no comments.

New Business:

a. Announcement:

- Director Hughes confirmed with the Board, the first joint Board of Directors (CLSD and RCMS) meeting to be held on Friday Oct 28th, at 2 PM RE: Mendonoma Health Alliance.
- Director Hughes announced Directors Beaty and Tittle accepted his appointments to the Mendonoma Health Alliance Governing Board, with Director Hughes acting as an alternate.
- b. Discussion New Board Orientation: Director Hughes asked the BOD to revise a list of useful documents to facilitate a comprehensive orientation for new CLSD Board Directors. Discussion captured what is already included in the packet and Directors shared a few (goals, expectations, mission) idea's to revise the list.
- c. Board goals-Time Lines: Director Hughes asked the Board to identify a few (missing) dates on the "Goals and Action Plan for CLSD 2016-2017" that are of top Priority:
 - Confirm voter election process related to Measure J by Spring 2018 the end of Feb
 - Develop multi-vear revenue/expense/surplus or deficit forecast end of March
 - Conduct down/up survey of all staff, including BOD- to be started in Jan. and finish by end of March.
 - Revise Board Orientation Manual by end of Jan.
 - Determine CLSD Staff and Board involvement in the community (Hughes, André, Schwartz, and Tittle) by end of Feb.

Old Business: no old business

Reports:

a. Finance: Q1

 Ambulance revenue reviewed: Sept. gross charges \$196,638.88. Net receipts received for Sept. totaled \$51,800.66.

- Year to Date Report: Director Beaty discussed with the Board the importance of having a policy in place to address aging claims that have reached the 180+ day category (which affects the "New A/R Balance"). Director Beaty also shared that DA Caley and EA Bean continue to work with Wittman (a top priority) to reducing the 180+ day aging claims in a timely manner.
- iii. P&L Actuals vs Budget: FY17 Report: Director Beaty shared with the Board the "P&L Actuals vs Budget: FY17" Report designed to show year-to-date financials (line level explanations for items over 10% budgeted). A discussion around the design, verification of figures before it reaches the Finance Committee and Board of Directors, and how this particular format was reached took place in detail.
- Expenses Q1 reporting: Expenses still within budget after consideration of several annual invoices (e.g., Workers Comp) paid in Q1.
- c. Communication Committee: Director Bower shared with the Board that work continues to move ahead on the newly formatted CLSD website.

DA Report:

- Ambulance transport data (see attachments). There were 37 transports for month, 131 cumulative – which is staying on track with the last two higher volume years.
- Performance Evaluation Taskforce has the new Performance Management tool in Draft and in review
- Intergovernmental Transfer again has been postponed with no new date estimated
- Ground Emergency Medical Transport due the end of Nov
- Audit scheduled the week of Nov 14th. Pre-audit conference call 10/27
- ICO Ambulance log dc'd and replaced with occasional newsworthy articles
- REDCOM Dispatch fees for FY 16 and 17 in progress to be reimbursed. ~\$22,000 back to us.
- REDCOM Sidebar conversation with CVEMSA Executive Director at BOD meeting unlocked the barrier for patient record sharing for better continuity of care.
- Excellent meeting last week with the Executive Director of the CA Telehealth Network related to MHA. Helped establish a roadmap. Have a lead on bringing fiber / broadband up the hill.

Operations Manager's Report

Deployment / Staffing

- ALS (M-120) was staffed 100% and second out BLS (B-121) was staffed almost 100%. Many EMT's in school. November B-121 schedule is full except one day.
- . EMTs Don McMahan and Deanna Aguado are resigning due personal life conflicts
- New hires: Welcome EMTs Julian King and Scott Kwon. Julian has started some shifts. Have another applicant who graduated from the last EMT course very interested. We expect to see her application next week.

Facilities

Facilities are in good working order nothing urgent

Vehicles/Equipment

- All vehicles and equipment are in good working order no major issues.
- JR is very busy and challenged with staffing so some maintenance is delayed (e.g. deer guard)

Community events / Training

- · CLSD provided an ambulance at the Gualala River Run
- CPR October was cancelled. November has sign ups. We have RCMS and the Casino scheduled for November.
- · Crews are training on obstetrics
- EMT will received CPAP training. CPAP is on the rigs.
- We are looking at Narcan, EPI, and blood glucose for EMT scope. It is on final with CAEMSA.
 Hopefully the price of EPI pens will come down. Will have an update at MAC after Monday's
 MAC

Adjournment:

At 5:00 p.m., Director Beaty moved for adjournment, Director André seconded, all ayes.	
Next Board of Directors Meetings: Next board meeting to start at 4:00 p.m. Monday November 28, 2016 at CLSD Headquarters Monday December 26, 2016 – Nov meeting will discuss possibly cancelling (day after Christmas) Monday January 23,2017	
Minutes approved.	
(Data)	

Coast Life Support District Year to Date Report

		CHARGES		MCARE WRITE DOWNS		AL WRITE	100 000	OTHER NTRACTUAL UTE DOWNS	NE	T REVENUE	P	AYMENTS	R	EFUNDS	VET	RECEIPTS	1	D DEBT WRITE OFFS		OTHER WRITE OFFS	AD.	JUSTMENTS		NEW A/R
NOVEMBER '15	\$	124,913.00	2	49,950.15	5	61,562.00	S	680.95	S	12,719.90	5	83,346.78	S		S	83,346.78	5		S	0.50	5	15.00	5	501.194.59
DECEMBER '15	5	179,477.60	5	55,633.94	5	44,209.91	S	5,100.64	5	74,533.11	\$	55,218.36	\$	*	S	55,218.36	\$	141	\$	538.40	5		S	519,970.94
ANUARY '16	5	238,072.40	S	97,509.44	S	60,109.94	\$	4,155.57	S	76,297.45	5	53,232.82	\$	(*)	\$	53,232.82	5	- 4	5	730.00	2	7.14	S	542,312.71
EBRUARY'16	5	145,692.60	S	66,384.49	S	35,490.56	\$	48.87	S	43,768.68	\$	46,827.68	5		S	46,827.68	5		5		5	7.78	S	539,261.49
MARCH '16	5	236,652.90	5	131,049.86	5	42,004.94	S	927.62	S	62,670.48	5	52,777.57	5	297.79	S	52,479.78	5	75	S	100	S	P	2	549,452.19
APRIL'16	5	184,394.20	S	76,165.20	5	29,277.89	S	5,881.90	5	73,069.21	5	38,715.61	\$		S	38,715.61	S		S	[4]	S		5	583,805.79
MAY '16	S	294,423.40	S	110,351.07	5	55,530.92	S	50.00	5	128,491.41	S	49,411.32	5	1,180.52	S	48,230.80	S	30,997.90	5	14.	S	4	5	633,068.50
IUNE '16	5	196.073.40	5	121,644.68	5	45.210.77	5	5,589.80	S	23,628.15	S	74,812.87	\$		5	74,812.87	S		5	- 5	S	32.78	5	581,916.56
ULY 16	5	214,203.40	5	100,241.73	S	40,757.42	5	13,306.83	5	59,897.42	5	38,546.83	5	*	SA	38,546.83	5		5	1,340.00	S		\$	601,927.15
AUGUST '16	S	210,141.00	5	100,470.04	5	42,856.02	5	2,020.79	5	64,794.15	5	62,639.13	5		S	62,639.13	\$ 1	09,593.70	S	118.87	S		\$	494,369.60
SEPTEMBER '16	S	196,638.88	5	107,297.19	5	49,069.31	5	11,544.16	S	28,728.22	S	51,800.66	5		S	51,800.66	S		S	488.00	5	96.59	5	470,905.75
OCTOBER '16	S	196,349.32	S	102,512.05	S	24,756.58	5	(47.90)	S	69,128.59	\$	78,359.30	2	-	SV	78,359.30	S	- 8_	5	92-	S		\$	461,675.04
YEAR TO DATE TOTALS	s	2,417,032.10	s	1,119,209.84	5	530,836.26	s	49,259.23	s	717,726.77	s	685,688.93	s	1,478.31	s	684,210.62	\$ 1	40,591.60	s	3,215.77	s	159,29		
YTD PERCENTAGE OF REVENUE				46.31%		21.96%		2.04%		29.69%		28.37%		0.22%		28.31%		5.82%		0.13%		0.01%		
YTD PERCENTAGE OF NET REVENUE				1												95.33%								

YTD: \$231,346

\$ 57,836

Now FC nity approved a 443K
Bad shelf
new A/R

COAST LIFE SUPPORT DISTRICT

SUMMARY P&L FY17

July - October, 2016

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
4000 CLSD Special Taxes	524,424.00	524,428.00	-4.00	100.00 %
4200 Ambulance Income Per Wittman YTD Report	220,573.52	178,524.00	42,049.52	123.55 %
4400 Miscellaneous Income	675.00	718.00	-43.00	94.01 %
4410 Intergovernmental Transport (IGT)		27,168.00	-27,168.00	
4420 Ground Emerg Med Transport		3,334.00	-3,334.00	
Total Income	\$745,672.52	\$734,172.00	\$11,500.52	101.57 %
GROSS INCOME	\$745,672.52	\$734,172.00	\$11,500.52	101.57 %
EXPENSES				
5000 Wages and Benefits	364,463.13	355,420.00	9,043.13	102.54 %
6000 Ambulance Operations	57,505.77	62,742.00	-5,236.23	91.65 %
6700 Overhead/Administration	53,561.89	53,875.00	-313.11	99.42 %
7000 Urgent Care	212,606.00	215,805.00	-3,199.00	98.52 %
8000 Interest Expense	1,433.68	1,361.00	72.68	105.34 %
9500 Depreciation Expense	20,762.52	26,930.00	-6,167.48	77.10 %
Total Expenses	\$710,332.99	\$716,133.00	\$ -5,800.01	99.19 %
NET OPERATING INCOME	\$35,339.53	\$18,039.00	\$17,300.53	195.91 %
OTHER EXPENSES				
Other Miscellaneous Expense	0.00		0.00	
Total Other Expenses	\$0.00	\$0.00	\$0.00	0.00%
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$35,339.53	\$18,039.00	\$17,300.53	195.91 %

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COAST LIFE SUPPORT DISTRICT

DETAILED P&L FY17

July - October, 2016

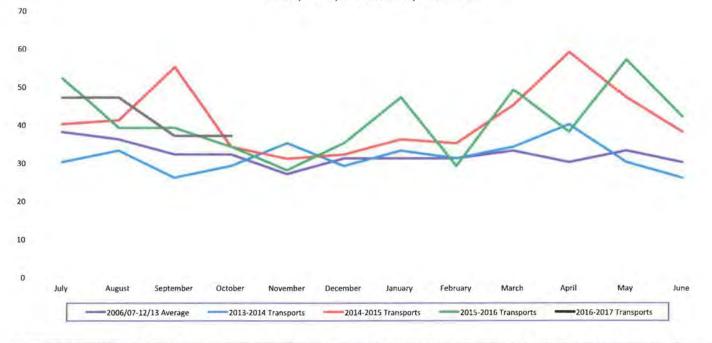
		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
4000 CLSD Special Taxes				
4001 Mendocino County Taxes				
4004 Mendocino Ambulance Tax	158,004.00	158,004.00	0.00	100.00 %
4009 Mendocino Urgent Care Tax	111,722.00	111,724.00	-2.00	100.00 %
4010 Mendocino Special Tax	30,890.00	30,891.00	-1.00	100.00 %
Total 4001 Mendocino County Taxes	300,616.00	300,619.00	-3.00	100.00 %
4002 Sonoma County Taxes				
4024 Sonoma Ambulance Tax	122,877.00	122,878.00	-1.00	100.00 %
4029 Sonoma Urgent Care Tax	100,931.00	100,931.00	0.00	100.00 %
Total 4002 Sonoma County Taxes	223,808.00	223,809.00	-1.00	100.00 %
Total 4000 CLSD Special Taxes	524,424.00	524,428.00	-4.00	100.00 %
4200 Ambulance Income				
4201 Ambulance Transport Billings Per Wittman YTD	Report 817,332.60	191,858.00	625,474.60	426.01 %
4220 Writedowns - Misc.	-28,798.74		-28,798.74	
4225 Writedowns - MediCare/Cal	-567,960.34		-567,960.34	
4228 Writedowns - District Resident Discount		-13,334.00	13,334.00	
Total 4201 Ambulance Transport Billings	220,573.52	178,524.00	42,049.52	123.55 %
Total 4200 Ambulance Income	220,573.52	178,524.00	42,049.52	123.55 %
4400 Miscellaneous Income	675.00	718.00	-43.00	94.01 %
4410 Intergovernmental Transport (IGT)		27,168.00	-27,168.00	
4420 Ground Emerg Med Transport		3,334.00	-3,334.00	
Total Income	\$745,672.52	\$734,172.00	\$11,500.52	101.57 %
GROSS INCOME	\$745,672.52	\$734,172.00	\$11,500.52	101.57 %
EXPENSES				
5000 Wages and Benefits				
5200 Health Insurance	31,572.80	32,000.00	-427.20	98.67 %
5300 Payroll Taxes Employer Costs	10,026.93	10,353.00	-326.07	96.85 %
5350 PERS Employer Costs	33,622.12	39,199.00	-5,576.88	85.77 %
5405 Administration Salaries	64,764.87	62,927.00	1,837.87	102.92 %
5405.1 Admin Salaries-Allocate to UC	-4,354.00	-7,560.00	3,206.00	57.59 %
Total 5405 Administration Salaries	60,410.87	55,367.00	5,043.87	109.11 %
5410 Ambulance Operations Wages	192,413.76	199,827.00	-7,413.24	96.29 %
5430 Merit Pay	5,468.00	10,936.00	-5,468.00	50.00 %
5500 Work Comp Insurance	30,948.65	7,738.00	23,210.65	399.96 %
Total 5000 Wages and Benefits	364,463.13	355,420.00	9,043.13	102.54 %
6000 Ambulance Operations				
6030 Medical Director Fee-non AHUC	12,600.00	12,600.00	0.00	100.00 %
6040 Dispatch Services	16,108.00	15,510.00	598.00	103.86 %
6100 Station/Crew Expenses				
5100 Uniforms & Med Tests New Hire	2,031.26	1,666.00	365.26	121.92 %

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6110 Supplies, Rental, Cleaning etc	3,030.03	7,266.00	-4,235.97	41.70 %
6210 Vehicle Repair & Maintenance Unscheduled Reput	10,220.48	5,000.00	5,220.48	204.41 %
6240 Vehicle Fuel	2,970.26	5,000.00	-2,029.74	59.41 %
6410 Radios & Comm Equip	1,570.36	2,700.00	-1,129.64	58.16 %
6510 Medical Supplies & Equipment	8,614.18	9,634.00	-1,019.82	89.41 %
Total 6100 Station/Crew Expenses	28,436.57	31,266.00	-2,829.43	90.95 %
6980 Misc. Employee Training Expense	361,20	3,366.00	-3,004.80	10.73 %
Total 6000 Ambulance Operations	57,505.77	62,742.00	-5,236.23	91.65 %
6700 Overhead/Administration				
6180 Utilities	3,132.14	4,000.00	-867.86	78.30 %
6188 Telephone	3,147.73	4,000.00	-852.27	78.69 %
6300 Insurance	8,135.00	8,175.00	-40.00	99.51 %
6713 Ambulance Billing Due to Increase Revenue	14,286.49	11,010.00	3,276.49	129.76 %
6718 Office Supp/Equip/Software	1,008.54	1,766.00	-757.46	57.11 %
6720 Board Expenses	-72.00	1,666.00	-1,738.00	-4.32 %
6730 Consultants				
6734 IT	585.00	2,251.00	-1,666.00	25.99 %
6737 Financial/Bookkeeping	4,912.50	4,666.00	246.50	105.28 %
6738 Legal Consult with County Consel	5,905.50	3,334.00	2,571.50	177.13 %
6740 Audit	3 5 1 5 5	0.00	0.00	Sal Lines
6741 Tax Administration	5,118.44	5,173.00	-54.56	98.95 %
Total 6730 Consultants	16,521.44	15,424.00	1,097.44	107.12 %
6742 Bank/Merchant Fees Line of Credit Fee	1,533.26	334.00	1,199.26	459.06 %
6755 Property Tax Administration		1,750.00	-1,750.00	
6760 Education/Professional Dev		834.00	-834.00	
6765 Election Costs/Reserve	2122 62	0.00	0.00	L.Was Co.
6770 Dues, Subscriptions, Membership LAFCO Annual	4,789.50	2,250.00	2,539.50	212.87 %
6788 Printing & Reproduction	5.2.12	666.00	-666.00	100 100
6795 Travel/Transportation	532.42	500.00	32.42	106.48 %
6970 Community Dev/Training	547.37	1,500.00	-952.63	36.49 %
Total 6700 Overhead/Administration	53,561.89	53,875.00	-313.11	99.42 %
7000 Urgent Care	502.40		44171	20000
7011 Admin Salaries-Alloc to UC	4,354.00	7,560.00	-3,206.00	57.59 %
7050 UC Contract	208,252.00	208,245.00	7.00	100.00 %
Total 7000 Urgent Care	212,606.00	215,805.00	-3,199.00	98.52 %
8000 Interest Expense	1,433.68	1,361.00	72.68	105.34 %
9500 Depreciation Expense	20,762.52	26,930.00	-6,167.48	77.10 %
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NET INCOME	\$35,339.53	\$18,039.00	\$17,300.53	195.91 %

CLSD AMBULANCE RUN DATA (Month/Cumulative)

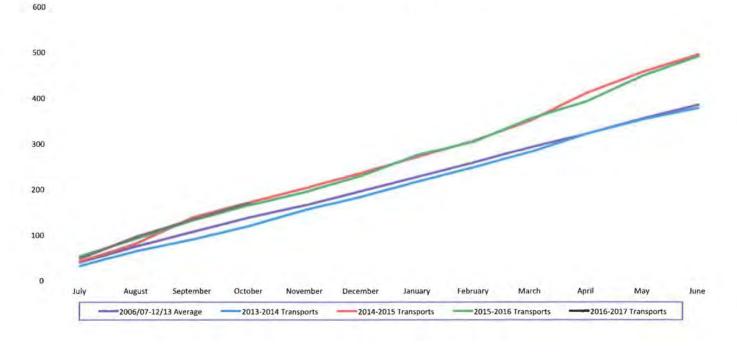
Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
2006/07-12/13 Average	38	36	32	32	27	31	31	31	33	30	33	30
2013-2014 Transports	30	33	26	29	35	29	33	31	34	40	30	26
2014-2015 Transports	40	41	55	34	31	32	36	35	45	59	47	38
2015-2016 Transports	52	39	39	34	28	35	47	29	49	38	57	42
2016-2017 Transports	47	47	37	37								

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	447	489
2016-2017 Transports	47	94	131	168								

Cummlative Transport Volume by Fiscal Years



MONTH	A/0	0	PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LANDING		DRY RUN		T&R			TO R	CMS		FROM RCMS			5
MOST CURRENT ON TOP	AUTHOR ORDE DISPATO	R	PATIE CAR RECC	RE	ADVANCED UFE SUPPORT				BASIC LIFE SUPPORT				TRANSPORTS				CANCELLED ON ROUTE		C		ALS		BLS		ALS		BLS	
	Carrent	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Vear Prior	Current	Year Prior	Gurrent	Year Prior	Durrent	Year Prior	Current	Year Prior	CUPPOST	Year Prior	CHITEOT	Year Prior	Current	Prior
16-Oct	83	72	57	50	24	28	4	2	13	6	1	1	37	34	6	7	22	22	20	16	3	4	0	0	2	5	5	2
16-Sep	74	82	56	50	25	30	1	2	12	9	0	0	37	39	4	5	15	20	19	8	1	4	0	0	8	7	8	2
16-Aug	90	78	61	61	35	31	3		12	10	2	1200	47	41	8	10	23	14	10	16	6	5	1	3	6	8	5	2
16-Jul	106	96	71	82	30	36	7	7	17	16	1	1	47	52	9	10	31	14	17	16	5	1	1	2	6	7	6	2
16-Jun	90	80	63	57	26	32	6		16	6	2		42	38	8		18	23	23	12	1	3			3	8	4	
16-May	101	92	77	73	32	39	10		25	8	0		57	47	5		24	28	10	16	3	4	2	1	6	7	10	1
16-Apr	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
16-Mar	91	69	70	62	31	31	6		18	14	0		49	45	5		20	12	13	11	2	5	1	3	7	3	7	3
16-Feb	59	66	47	48	18	22	8		11	13	0		29	35	4		12	21	10	9	1	2	0	1	2	0	0	1
16-Jan	83	79	68	62	34	26	4		12	10	1		46	36	6		15	24	16	19	5	5		1	4	10	5	1
15-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
15-Nov	66	59	42	45	19	26	2		9	5	0		28	31	4	Ħ	24	21	12	11	4	3	2		2	4	2	
	977	924	726	722	326	374	60	11	166	115	9	2	492	489	69	32	227	251	177	168	34	41	9	12	55	69	58	16

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA