

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

>>> 4:30 pm Monday, March 21st, 2011 <<<

Bill Platt Training Center

Coast Life Support District Station

38901 Ocean Drive, Gualala, CA 95445

1. Call to Order Kaplan
 2. Adoption of the Agenda
 3. Minutes Approval
 4. Privilege of the Floor – Public Comment
 5. Old Business – Information or Action
 - Community Healthcare Working Group Kaplan
 - Disaster Preparedness Foster
 - FY12 Budget Timeline and Guidance – Action Rice
 6. New Business
 7. Reports
 - Board Officers – General
 - Treasurer Rice
 - Tax Planning Committee Rice
 - Communications Committee Chilton Hauck
 - District Administrator Foster
 - Staff Dilks/Bold
 8. Other
 - General announcements
 9. Adjournment
- Scheduled Board of Director meetings (Bill Platt Training Center unless otherwise noted).
 - Monday, April 18th, 4:30pm
 - Thursday, June 2nd, 4:30pm
 - Monday, July 18th, 4:30pm

COAST LIFE SUPPORT DISTRICT
Post Office Box 1056 • Gualala, California 95445
www.clsd.ca.gov



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
February 21, 2011

Call to Order. President Kaplan called the meeting to order at 4:32 pm. Present: Kaplan, Schwartz, Rice, Dodds, Klopfer, Hauck & Toedter.

Adoption of the Agenda. Director Dodds moved, Director Rice second, all ayes.

Approval of February 15th 2011 Board Minutes.
Corrections: Board Discussion/Financial Issues/Tax Restructuring: To be considered by the finance committee. Legal Issues/Legal & Fiduciary Responsibility: Director/Secretary Hauck will conduct training locally with local assets and not require County Counsel. Director Hauck moved, Director Schwartz second, all ayes.

Privilege of the Floor: none

Old Business - Information or Action

- Mid-year Budget Update: was reviewed by Director Rice. Presentation materials attached.
- Community Healthcare Working Group Update: was presented by President Kaplan including the possibility of expanded AHUC hours at RCMS; an upcoming meeting with CEO of Sutter Health, and scheduling community presentations.
- Two committees were proposed and formed:
 - An ad hoc Tax Planning Committee was formed with Directors Toedter, Hauck, Rice, and DA Foster for purposes of tax & rate structure planning.
 - A standing Communications Committee with Director Hauck, Director Klopfer, Ops. Mgr. Dilks for assurance of transparency, promotion of public input, CPR/AED programs, ICO, and website.

New Business:

- Urgent Care Update: (Director Rice has resigned from the RCMS BOD and left the room during this discussion.) President Kaplan reported for RCMS CEO Agee that a grant for the extension of AHUC has been written in the amount of \$250K and may be granted by March. He indicated RCMS may approach CLSD about co-funding the program to extend hours into the evening.

Reports:

- Treasurer's report by Director Rice.
- QA/QI report presented by Director Dodds. Discussion about QA for TeamHealth calls. Director Dodds to follow-up.
- DA Foster's report received. Foster to report in March on the Disaster Plan.
- Opr/Mgr. Dilks report received.
- Business Mgr. Bold's January 2011 write-off report approved. Director Dodds moved, Schwartz second, all ayes.

Other:

- Board Meeting Dates:

Monday, March 21st, 4:30 p.m.
Monday, April 18th, 4:30 p.m.
Thursday, June 2nd, 4:30 p.m.
Monday, July 18th, 4:30 p.m.

Adjournment. Director Schwartz moved for adjournment, Director Dodds second, all ayes. Meeting adjourned at 6:57 pm.

Minutes approved:

Date



CLSD Disaster Plan Update

*Presented to the
Coast Life Support District Board of Directors
March 2011*



Outline

- Background
- Disaster Preparedness Report Review
- Future Plans



Background

- Community disaster planning
 - Several years of community effort
 - CLSD in leadership role
 - Also State & County Parks, Fire Districts, and others
- Report and Recommendations
 - Director Haverty, author
 - Consolidated and published April 2008
 - Several recommendations involving CLSD
 - Some in leadership role, some in supporting role
 - *Internal response plan key to success!*

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Report's Key Elements

- EMT & CPR Classes
- CERT Training
- Amateur Radio
- Volunteer disaster workers
- Medical caches
- RCMS medical volunteers
- Red Cross local volunteers and shelter trailer

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Primary Goals

- Define a Disaster Plan
- Identify actions to implement Disaster Plan
 - Resources, policies, protocols
 - Schedule and funding profile
- Focus on EMS Response
 - Moving patients from *Point A* to *Point B*
- Define process for assuring readiness and response capacity
- Incorporate into annual budgeting process

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Primary Goals (cont.)

- Initiate public awareness
 - Encourage neighborhood groups
- Collaborate among official responders
 - Produce and share disaster plans
- Deploy and monitor disaster supplies
- Encourage local responder organizations to utilize local volunteers
- Conduct annual Plan review
 - Exercise key assets

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CLSD Actions

Recommendation

- Define Disaster Plan
- Implementation actions
 - Resources, policies, protocols
 - Schedule and funding
- Focus on EMS Response mission
- Develop Review Process
 - Assure state of readiness
 - Response capacity/capability
- Incorporate into annual budget

CLSD Action

- Internal Response Plan
 - *Two-week* independent operations capability
 - Two “resident” crews and staff
 - Food, Water, Food, Quarters
 - HAM Radio operators
- Only *ambulance* operations
 - “Moving patients from A to B”
 - NIMS mission as “Supporting Agency” to VFD chiefs, County
- Readiness state is “UP”
 - April is “Disaster Response Month”
 - Still awaiting readiness definitions by County
 - Capacity catalogued with area response database
- Line item in annual budget

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CLSD Actions - II

Recommendation

- Initiate public awareness
- Collaborate among official responders
- Continue to deploy supplies
 - Include shelter and commo
- Encourage local volunteer mechanisms
- Target date for area-wide disaster drill

CLSD Action

- Disaster Preparedness Forum
 - October 2009
 - Sonoma & Mendocino Counties
 - Supervisors, Sheriff's Offices
 - VFDs and RCMS, TSR
- District Mass Casualty Incident Response Exercises
 - CLSD Lead
- Maintaining medical caches
 - *Only* medical supplies
 - Non-medical is VFD responsibility
- Using Volunteers up to VFD Chiefs
- Area MCI drills complete
 - VFD Chiefs considering a bi-annual cycle
 - State-wide drill October 2010 not realistic for CLSD participation

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CLSD Readiness

- Comprehensive Plan for Shift Supervisors
 - Mission and resource details for maximum flexibility
 - Reviewed annually by all supervisors and EMT leads
- Mission: Sustain isolated operations for *two weeks*
 - Food, water, cots, propane
 - Diesel and propane refills available with local assets
- Medical Caches throughout community
 - Coordinated with VFD Fire Chiefs
- Independent communication network
 - Staffed by local HAM radio operators
 - Intra-district network with VFDs, RCMS
 - Communicate with counties' medical disaster coordinators

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Ongoing Plans

Preparedness is a Continuous Process

- Annual CLSD internal response plan review
 - Operations Manager and Shift Supervisors
 - Exercise and inspect key assets
 - Include in budget cycle
- Maintain ongoing MCI response training with VFDs
 - Builds inter-agency cooperation and familiarity
 - Keeps current with capacity/capability status
 - *Spillover effect* in supporting area (non-MCI) disasters
- Participate in Sonoma County plan development and execution
 - Disaster drills coordinated by County
 - On-scene, tabletop, communications, etc.

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FY12 Draft Budget Guidance

- Maintain a leadership role in community emergency medical response
- Maintain the highest quality CLSD staff with an active program for employee recruitment, development and retention
- Ensure the future supply of EMTs and First Responders supporting the District and other District-area agencies with ongoing training and certification opportunities
- Provide 100% BLS standby coverage
- Prepare a long-range budget profile to implement the District mission through Fiscal Year 2016 without a tax increase

**Coast Life Support District
District Administrator's Report
March 21st, 2011**

1. Tsunami Warning. Duty crews were alerted and maintained a standby posture throughout the warning. Our mission was to be prepared to respond to support requests from REDCOM or district-area fire chiefs. We have since discussed response with officials from Sonoma and Mendocino Counties.
2. Grant Success. We have been notified that CLSD has won a \$4250 grant from the Mendocino County Foundation for a CPR training center upgrade, to include a dedicated projector and computer in the BPTC, plus several training manikins. The award will be presented Tuesday, April 12th, at the Gualala Senior Center during their luncheon noon-1pm. All board members are invited to attend.

/s/

Scott Foster
District Administrator

COAST LIFE SUPPORT DISTRICT

Operations Manager's Report
March 21, 2011

Deployment / Staffing

ALS (M-120) was staffed 100% and second out BLS (B-121) was staffed 100%. No third out activations. Russian River Fire responded once and transported.

Facilities

No major repairs pending. General outside station maintenance is scheduled for April 2011.

Vehicles/Equipment

All vehicles and equipment are in service and in good working order. All preventive maintenance is current.

Communications

Our radio equipment move from Bluff Top to Zettler (ATT) is complete and operating well.

Community Training

We have solid interest in CPR training and AED placement from the Timber Cove Lodge and the PA casino. Meetings are scheduled.

We have a busy CPR schedule over the next 2 months. We are looking at May 14th for our next advertised Super Saver Saturday (no-cost training).

Team Health Nurse Advice Line: the most recent twelve months.

	Mar	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	Feb
Calls	17	20	21	25	34	26	25	30	18	39	19	22
Triaged	15	14	14	15	22	17	10	14	9	17	8	13
ED Now	5	3	8	5	7	2	8	4	4	7	3	6

Business Manager's Report

By Terry Bold

Email: billing@clsd.ca.gov

March 21st, 2011

Vouchers:

Replenishment: Replenishment vouchers for deposit to the Redwood Credit Union checking account from the Sonoma County FAMIS account for the period:

January 28th– February 24th, 2011 in the amount of \$80,965.71 was signed by District Operations Manager, Evan Dilks, on February 24th, 2011
February 25th-March 14th, 2011 in the amount of \$55,976.02 was signed by District Operations Manager, Evan Dilks, on March 14th, 2011.

Accounts Receivable Report: I have reviewed the February 2011 Accounts Receivable report and find it to be within normally expected parameters.

Coast Life Support District

Monthly - Call, Write-Off, Aging, & Account Balance Report

FEBRUARY

2011

ALS Transports	19
BLS Transports	2
Dry Runs	12
ALS/BLS Treat & Release	3
Total	36

Gross Accounts Receivable Balance: \$241,313.90

AMBULANCE REVENUE **\$76,103.15**

Payments Posted: \$41,810.83

WRITE-OFFS:

MediCare-Required	\$31,165.27
Medi-Cal Required	\$24,784.68
Collections Agency	\$20,264.28
Other Adjustments	\$3,425.96

Total Write-Offs for This Month **\$79,640.19**

Revenue Adjustment/increase

New Gross Accounts Receivable Balance: \$195,966.03

Aging Report to

CURRENT	\$69,960.56
31-60 Days	\$21,968.64
61-90 Days	\$49,506.57
91+ Days	\$54,530.26

New Gross Accounts Receivable Balance: \$195,966.03

FAMIS ACCOUNT: \$341,223.54

Redwood Credit Union Checking: \$6,198.95

Board Approval: _____ (Date)

Secretary: _____ (Signature)