

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, September 19, 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
 - Final Budget - Action Rice
 - Community Hospital Working Group Update - Information Kaplan
 6. New Business
 - After Hours Urgent Care Tax – Change Proposal Toedter
 - EMS Tax – Change Proposal Toedter
 7. Reports
 - Board Officers – General Chilton Hauck
 - Secretary – Brown Act & Ethics Issues Rice
 - Treasurer Dodds
 - QA Committee Foster
 - District Administrator Dilks/Bold
 - Staff
 8. Other
 - General announcements
 9. Adjournment
- Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):
 - October 17, 2011



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
July 18th, 2011

Call to Order. President Steve Kaplan called the meeting to order at 4:30 pm. Present: Kaplan, Schwartz, Rice, Dodds, Klopfer, Hauck & Toedter.

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

Approval of June 2nd, 2011 Board Minutes. Director Dodds moved, Director Schwartz second, all ayes.

Privilege of the Floor: none

Old Business - Information or Action

- Selection of Auditor for FY 11-Action. Treasurer Rice presented the results of the RFP for FY audit services. Director Dodds made a motion to accept the auditor recommended by the Finance Committee, Collins Accountancy, on a year to year basis. Director Schwartz second, all ayes.
- Community Healthcare Working Group Update: Director Kaplan reported that the group is looking for a partner and the Adventist healthcare system had shown interest.

New Business:

- None

Reports:

- Treasurer's report. No report
- Tax Planning Committee. Director Toedter reported that the committee sought board direction on the degree of involvement a modification of the current AHUC tax measure would have in an EMS ballot measure. The committee will develop a possible ballot measure timeline. Director

Rice reminded the board of his resignation from the Tax Planning Committee.

- DA Foster's report received.
- Ops. Mgr. Dilks report received.
- Business Mgr. Bold's May and June 2011 write-off reports approved. Director Dodds moved, Director Rice second, all ayes.

Closed Session: DA Performance Review

Other:

- Board Meeting Dates:

Monday, September 19th, 4:30 p.m.
Monday, October 17th, 4:30 p.m.

Adjournment. Director Hauck moved for adjournment, Director Toedter second, all ayes. Meeting adjourned at 6:23 pm.

Minutes approved:

Date

COAST LIFE SUPPORT DISTRICT

RESOLUTION No: ____

ADOPTION OF FINAL BUDGET FOR FISCAL YEAR 2012

WHEREAS, Coast Life Support District Board of Directors, Finance Committee and Staff have reviewed the current financial position for the past year, and

WHEREAS, the District has a need to maximize its revenues, including maintaining the benefit assessment special tax rates as approved by the voters for Emergency Medical Services, and

WHEREAS, the District has reviewed the Ambulance billing charges, in order to maximize revenue while maintaining rates consistent with medical cost inflation,

WHEREAS, the District will require the full assessment as authorized for After Hours Urgent Care services in order to fully fund the current program and provide adequate funds for development of any potential future after hours program and any other authorized use, and

WHEREAS, the District Board of Directors will approve any expenditures of AHUC funds in support of, but beyond current program, and

WHEREAS, Reserve funding must remain at prudent levels to support contingencies and capital replacement requirements, and

WHEREAS, Coast Life Support District anticipates Revenues of the following:

Sonoma County	\$356,726
Mendocino County	\$524,396
Ambulance Billings	\$565,180
Training Class Fees	\$6,300
Miscellaneous	<u>\$700</u>
Total Budgeted Revenue	\$1,453,302

WHEREAS, the following Expenditures will provide the resources necessary to meet the established objectives for the next Fiscal Year:

Personnel	\$990,795
Ambulance Operations	\$123,180
District Administration & Overhead	\$62,600
Training Programs	\$14,500
After-Hours Urgent Care Program	\$155,863
Interest & Depreciation	\$94,229
Reserve Fund Expense	<u>\$12,135</u>
Total Budgeted Expenditures	\$1,453,302

BE IT RESOLVED that the Board of Directors authorize its Officers, Administrator and Staff to make expenditures necessary to operate the Ambulance service and all Authorized programs,

BE IT FURTHER RESOLVED that the Board of Directors authorized the above amounts for the Coast Life Support District's Budget for Fiscal Year 2012.

The above resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed and adopted on this 19th day of September 2011 by the following roll call vote:

Directors: Kaplan
 Rice
 Schwartz
 Toedter
 Dodds
 Klopfer
 Chilton Hauck

Ayes: ___ Noes: ___ Abstain: ___ Absent: ___

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

Cynthia Chilton Hauck, Secretary

**Coast Life Support District
District Administrator's Report
September 19th, 2011**

1. Finance

- We have significantly streamlined the budgeting and accounting process with Sonoma County, which will greatly simplify both the annual budget submission and the periodic transfers of funds from the county treasury to our bank.
- Our audit begins next week with the newly hired firm, Collins Accountancy. Our Business Manager, Terry Bold, is the lead on coordinating audit reports and logistics. So far so good.

2. Staff

- We are in the process of hiring a new EMT, Bryan Wilson. Bryan comes to us through our local EMT training program, and is currently employed part-time by a Santa Rosa ambulance firm. This is a terrific match with us, as it is an opportunity for high-volume development of his patient care and operational skills. The Operations Manager, Evan Dilks, is coordinating his orientation and training.

3. New Ambulance

- We have begun serious examination of the most appropriate replacement for the big white ambulance, and are looking at both replacement and re-chassis options. Jim Adamski has the lead on this, and will likely visit one or two EMS systems using the models we're interested in. We hope to time the replacement to coincide with the lowest-volume time of the year, in the winter.

4. Communications

- Sonoma County Communications has been subsumed under the Sheriff's Department, which has greatly improved their line leadership, responsiveness, and eagerness to assist us. The simplest tactical network, however, will consume all of the \$30K capital expense we've planned, while a state-of-the-art system to include all REDCOM functions throughout our District would cost as much as \$220K. District-area fire departments would fund their own tactical use of the system, should they desire that function. I am looking at grant opportunities for all or part of this.

/s/

Scott Foster
District Administrator

COAST LIFE SUPPORT DISTRICT

Operations Manager's Report
September 19, 2011

Deployment / Staffing

ALS (M-120) was staffed 100% and second out BLS (B-121) was staffed 100%
We are finalizing the hiring one BLS EMT
Bonnie Plakos has applied for and accepted a Lead BLS position.

Facilities

No major repairs pending.

Vehicles/Equipment

All in service and in good working order

Communications

No major issues. Progress continues on the Coastal tactical.

Community Training

CLSD (Mark lead instructor) and TSR CALFIRE (Shelly) sponsored a multi-casualty drill at Horicon School. Annapolis Fire Brigade was the first in responder.

Finished training 56 employees of The Sea Ranch in CPR and First Aid

We have scheduled CPR classes for the PA schools in October (60 employees)

Next Super Saver Saturday CPR is October 15th 1pm-4pm at Bill Platt.
Prior we will run an ICO article on CPR / AED to include 2010 changes and AED locations

Nick's First responder class was posted for September. Spread the word

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

	SEP	OCT	NOV	DEC	JAN	Feb	Mar	APR	MAY	JUN	JUL	Aug
Calls	25	30	18	39	19	22	25	39	29	27	32	24
Triaged	10	14	9	17	8	13	16	24	21	16	21	11
ED Now	8	4	4	7	3	6	10	11	8	6	8	3

Business Manager's Report

By Terry Bold

Email: billing@clsd.ca.gov

September 19th, 2011

Vouchers:

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

1. July 1st-July 19th, 2011 in the amount of \$69,500.10
2. July 20th-August 12th, 2011 in the amount of \$81,808.73
3. August 13th-September 9th in the amount of \$89,555.20

Were signed by District Administrator Scott Foster.

Accounts Receivable Report: I have reviewed the July and August 2011, Accounts Receivable reports and find them to be within normally expected parameters.

Coast Life Support District
Accounts Receivable Status

Coast Life Support District Accounts Receivable Status

August-11

ALS Transports	21
.....
BLS Transports	8
.....
Dry Runs	22
.....
ALS/BLS Treat & Release	6
.....
Total	57

Accounts Receivable Balance @ 7/31/2011 \$ 259,856.25

Ambulance Revenue \$ 107,020.03

.....

Payments Posted: \$ 55,437.27

.....

Write-offs:

MediCare-Required	\$ 33,521.05
.....
Medi-Cal Required	\$ 38,403.32
.....
Collections Agency	\$ 26,639.90
.....
Other Adjustments
.....
Less Reimbursement	\$ (426.96)
.....

Total Write-Offs for This Month \$ 98,137.31

.....

Accounts Receivable Balance @ 8/31/2011 \$ 213,301.70

Aging Report

CURRENT	\$ 94,398.28
.....
31-60 Days	\$ 52,097.31
.....
61-90 Days	\$ 20,541.17
.....
91+ Days	\$ 46,264.94
.....

Aging Report Balance @ 7/31/2011 \$ 213,301.70

Cash on Hand

FAMIS ACCOUNT:	\$373,667.73
Redwood Credit Union Checking:	\$48,189.50
Total Cash on Hand	\$421,857.23

Board Approval/Secretary: _____ (Date)

Coast Life Support District
Accounts Receivable Status