

CLOVERDALE HEALTH CARE DISTRICT

Regular Meeting Agenda

MARCH 8 2021, 7:00 P.M.

126 N. Cloverdale Blvd

IN-PERSON AND VIRTUAL

ROLL CALL: PRESIDENT: DeMartini VICE PRESIDENT: Delsid TREASURER: Martin SECRETARY: HANCHETT
MEMBER: Winter

AGENDA APPROVAL:

PUBLIC COMMENT PERIOD: PUBLIC COMMENT PERIOD PROVIDES TIME FOR MEMBERS OF THE AUDIENCE TO ADDRESS THE BOARD ON MATTERS WHICH DO NOT APPEAR ON TONIGHT'S AGENDA. TIME LIMIT FOR COMMENTS TO THE BOARD ON NON-AGENDIZED ITEMS IS LIMITED TO FIVE MINUTES (GOVERNMENT CODE SECTION 54954.3(b))

ITEMS:

1. Minutes NOVEMBER 20 , JANUARY 2021- no February meeting
2. Financial Statement February 2021
3. Managers Report-
4. IGT/GEMTQAF
5. Medical Director recruitment
6. COVID 19 Vaccination Response
7. From Members-

Adjourn to Executive Meeting: none

Adjourn to Regular Meeting

Adjourn till April 12,2021

All agenda items, reports, minutes, are available for review at the offices of the Cloverdale Health Care District located at 209 N. Main St. Cloverdale Ca 95425 and are available upon request. Posted per Government Code section 54954.2 03/04/2021, Any disabled, handicapped, or other meeting attendees needing special assistance or other accommodations for participation, please contact the business office 24 hrs before the meeting. 707-894-5862.

Cloverdale Health Care District
Meeting Minutes-November 9, 2020 (No meeting in October)

Roll Call: Director Tom Hinrichs, Al Delsid and Neena Hanchett were present. President Winter joined via teleconference. Board members DeMartini and Martin were not present.

Meeting agenda was approved by all board members with no changes.

Previous Minutes: Minutes of the Sept. 14, 2020 meeting were approved unanimously after a motion to approve was put forward by board member Delsid and seconded by member Hanchett. There was no meeting in October. Unanimously approved by those present.

Financial Statement for October, 2020-The financials were approved unanimously after a short discussion of budgeted view versus actual was explained by Tom. Hanchett made a motion for approval; Delsid seconded and all board members present approved.

Manager's Report: District staff all completed mandatory on-line sexual harassment training. Four patients with acute Covid-19 symptoms were transported from Cloverdale Healthcare Center and reported to the county health department as required. The new patient transport gurney is working out well. Tom signed the Letter of Intent for the 2021 IGT. The district is and will remain in good fiscal condition with funds still being dedicated to ambulance replacement and reserve accounts.

Election-November, 2020: Hanchett and Winter signed the Oath of Office for their new terms on the board.

From Members/For the Good of the Order: Tom was given his Appreciation gift at the meeting as the Appreciation Dinner was postponed and then cancelled due to the county Covid-19 Pandemic. Thank you, Tom for your stewardship of the district.

The meeting was adjourned at 7:21 p.m. The next meeting is Monday, December 14, 2020.

Respectfully submitted,

Neena Hanchett,
Board Secretary

Cloverdale Health Care District
Meeting Minutes-January 11, 2021 (No meeting in December)

Roll Call: Director Tom Hinrichs, Harry Martin and Neena Hanchett were present. President Winter and Member DeMartini joined via teleconference. Board Member Delsid was not present.

Meeting called to order by President Winter. There were no public commenters.

Meeting agenda was approved by all board members present with no changes.

Election of Officers: As follows-Member DeMartini assumes the presidency; member Delsid, the vice-presidency; member Hanchett, the office of treasurer and member Martin, the office of secretary. Member Hanchett asked if she could continue on in her office as Secretary and asked if member Martin could assume the office of Treasurer. The board made a motion by Winter and it was approved unanimously.

Previous Minutes: Minutes of the Nov. 9, 2020 meeting will be brought forward to next meeting as there were not enough members present at the last meeting to approve. Only President Winter and Secretary Hanchett were at the previous meeting and Hanchett cannot approve minutes she authored.

Financial Statement for December, 2020-The financials were approved unanimously. Director Hinrichs explained that reimbursements from Kaiser are very slow to come in. Tom will continue to monitor this. Bills have been submitted and followed up on but thus far no monies have come into the district. When they do come in, it will significantly improve the financials.

Manager's Report: The Covid pandemic affected the district throughout November and into early December as responses and transports were down significantly. Most of the calls in December came during the last two weeks and December actually ended higher than the district's monthly average. Refresher EMT skills training was conducted in early December. Covid vaccinations have begun in the district with 80% of the crews getting vaccinated. The others are waiting to assess before getting theirs. The second round of vaccines are due this month. The first dose yielded few side effects, mostly headaches and injection site pain. Tom said the second dose may yield stronger side effects.

Review/Approve FY 19-20 Audit: The Audit was approved unanimously by those members present after it was brought forward by member Demartini.

Mid-Year Budget Review: Tom made modifications to several categories to reflect errors in the monthly budgeted amounts. The board reviewed and thanked Tom for his diligence.

Staffing: The board listened to and supported a proposal for an additional full time paramedic position. For 40 years Tom has done ambulance shifts and he has worked to reallocate a

portion of his current salary to help fund this new position. He will still cover shifts on an as-needed basis, but will primarily be responsible for administration of the district. The board heartily endorsed this plan.

Medical Director Replacement: The district's medical director has served for 30 years without compensation (pro bono). Tom will look at filling this required position by sharing the position with another agency, utilizing the services of Alexander Valley Healthcare or other means. He will keep the board informed. A Medical Director Agreement being developed to formalize the offer when it takes place.

Covid-19 Vaccination Response: The state recently approved the use of EMT personnel in a mass vaccination roll-out. The district is waiting to hear back from the County Health Department. Tom has already reached out to Alexander Valley Healthcare to partner on this in the future.

From Members: There was nothing brought forward from board members.

Adjourn to Regular Meeting at 7:36 p.m. Next meeting is February 8, 2021.

Respectfully submitted,

Neena Hanchett,
Board Secretary

CLOVERDALE AMBULANCE
Balance Sheet
February 28, 2021

ASSETS

Current Assets		
Exchange Bank Bus. Checking	\$	84,356.07
SBA PPP Payment-delete		54,129.90
RESERVE/CAPITAL ACCT		296,119.95
Ambulance Replacment Savings		186,009.02
Accounts Receivable Ambulance		122,347.24
Reserve for Doubtful Accts.		6,517.29
Prepaid insurance		(2,522.71)
IGT Refundable deposits		438.00
SBA PPP Payment		(16,807.67)
		<hr/>
Total Current Assets		730,587.09
Property and Equipment		
Land		17,789.00
Ambulance and Equipment		462,048.41
Furniture and fixtures		16,563.64
Building and Improvements		323,365.96
A/D - Other Fixed Assets		(373,922.00)
		<hr/>
Total Property and Equipment		445,845.01
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>1,176,432.10</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts payable	\$	4,496.15
Accrued retirement benefits		(4,779.54)
Accrued Interest		57.20
Accrued AFLAC		113.80
		<hr/>
Total Current Liabilities		(112.39)
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		(112.39)
Capital		
Fund Balance		731,591.05
Prior Year Profit (Loss)		464,102.78
Net Income		(19,149.34)
		<hr/>
Total Capital		1,176,544.49
		<hr/>
Total Liabilities & Capital	\$	<u>1,176,432.10</u>

CLOVERDALE AMBULANCE

Income Statement

Compared with Budget

For the Eight Months Ending February 28, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues					
Ambulance Service	\$ 85,403.95	\$ 79,000.00	\$ 628,719.23	\$ 553,000.00	75,719.23
Less - Contract Allowances	(45,826.07)	(29,166.60)	(329,348.60)	(233,332.80)	(96,015.80)
Donations	0.00	0.00	275.00	0.00	275.00
Property Tax (13)	0.00	0.00	29,853.04	23,000.00	6,853.04
Special Assessment	0.00	0.00	92,020.95	95,000.00	(2,979.05)
Interest Income	0.00	46.88	179.23	643.64	(464.41)
Other (Income) and Expenses	75.00	0.00	16,459.26	0.00	16,459.26
Total Revenues	39,652.88	49,880.28	438,158.11	438,310.84	(152.73)
Cost of Sales					
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00
Gross Profit	39,652.88	49,880.28	438,158.11	438,310.84	(152.73)
Expenses					
Salaries & Wages	32,647.20	33,175.00	265,471.85	265,400.00	71.85
Health benefits employer	4,210.15	4,750.00	38,612.35	38,000.00	612.35
Fuel Expense	2,689.95	1,500.00	11,383.75	12,000.00	(616.25)
Work Comp ACHD	1,632.00	1,632.00	14,225.00	13,056.00	1,169.00
Payroll Exp UTI/ETT	290.40	125.00	1,332.79	1,000.00	332.79
Amb Repair Maintenance	0.00	820.00	3,640.96	6,560.00	(2,919.04)
Supplies Patient	2,310.51	2,090.00	17,461.77	16,720.00	741.77
Employee Benefits Volunteers	120.79	416.00	3,061.40	3,328.00	(266.60)
Outside Services	0.00	1,325.00	4,247.23	10,600.00	(6,352.77)
Bad Debit Writeoff	0.00	0.00	(1,479.53)	0.00	(1,479.53)
Patient Refunds	0.00	0.00	1,964.32	1,758.64	205.68
employer soc. sec.	2,021.82	1,908.33	19,788.50	15,680.41	4,108.09
Employer Medicare	472.88	446.30	4,213.17	3,667.32	545.85
Dues & Subscriptions	0.00	0.00	2,704.00	2,704.00	0.00
Capital Equipment	0.00	0.00	12,838.47	12,000.00	838.47

CLOVERDALE AMBULANCE

Income Statement

Compared with Budget

For the Eight Months Ending February 28, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Utilities	575.98	469.15	4,735.02	4,133.86	601.16
Insurance - General	1,583.30	1,583.00	12,666.40	12,664.00	2.40
Accounting	495.00	0.00	6,995.00	6,700.00	295.00
Office expense	1,587.88	1,700.00	14,507.81	13,600.00	907.81
Payroll Tax FUTA	102.50	92.09	436.39	401.61	34.78
Telephone	262.41	197.81	2,075.52	1,572.55	502.97
Volunteer Appr. Mtng.	0.00	0.00	(300.00)	0.00	(300.00)
GEMT QAF Quarterly assessment	4,134.40	0.00	10,594.39	0.00	10,594.39
Total Expenses	55,137.17	52,229.68	451,176.56	441,546.39	9,630.17
Net Income	(\$ 15,484.29)	(\$ 2,349.40)	(\$ 13,018.45)	(\$ 3,235.55)	(\$ 9,782.90)

STAFF REPORT
March 2021

Manager Report—

Operations- Operationally there were no interruptions, injuries, or mechanical issues. The workforce is steady. We added two part-time EMTs, Matt Schillings and Zack Lewis, and two part-time Paramedics, Taylor Cerini and Eric Constantine

Our staff has completed the COVID 19 vaccination process.

COVID- Our area is still impacted with people testing positive. The staff assumes all patient contacts are COVID positive and we have a 100% compliance rate with PPE usage and no exposure events. The hospital admission rates are down and our “wall times” are back to normal.

IGT/GEMTQAF- The FY 20 IGT wiring request has arrived. The wiring of funds will be completed before April 30th 2021. The GEMTQAF program has been approved for the prior FY. Since the program was not approved until after the close of the FY the associated fees are all due by the end of the 1 Qtr this year. This places a fiscal strain in the short term upon the District.

Medical Director- Our current medical director for the ambulance service has retired The District is required to have a medical director. As we seek a new medical director staff will be cognitive of that cost and return to the Board for approval of that cost before any formal agreement is signed. We have identified a candidate who we believe will fit our program needs and we have agreed. We are in a delay mode at this time as we await the Bells Ambulance selection process. The District and Bells decided that if we could collaborate on a scope of work, contract, and share costs we would both benefit.

COVID 19 Vaccination Response- The State of California has approved the use of paramedic and EMT personnel in any mass vaccination role out. AVHC Clinic and the District manned the first 5 vaccination clinics in Cloverdale. The drive-thru clinics administered 1600 vaccinations to various local populations. The vaccination clinic subsequently had a Federal vaccination team take over all responsibilities and functions. The goal is still to have over 5000 doses administered locally via the drive-thru clinics.

Cloverdale Ambulance Run Data Report

Runs by City

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
City of Cloverdale	57	98.28%
City of Healdsburg	1	1.72%
Total: 58		Total: 100.00%

Runs by County

Scene Incident County Name (eScene.21)	Number of Runs	Percent of Total Runs
Sonoma	58	100.00%
Total: 58		Total: 100.00%

Runs by Day of Week

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	7	12.07%
Monday	4	6.90%
Tuesday	6	10.34%
Wednesday	5	8.62%
Thursday	7	12.07%
Friday	14	24.14%
Saturday	15	25.86%
Total: 58		Total: 100.00%

Runs by Dispatch Reason

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Sick Person	15	25.86%
Breathing Problem	10	17.24%
Abdominal Pain/Problems	7	12.07%
Chest Pain (Non-Traumatic)	4	6.90%
Back Pain (Non-Traumatic)	3	5.17%
Falls	3	5.17%
Overdose/Poisoning/Ingestion	2	3.45%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	2	3.45%
Stroke/CVA	2	3.45%
Unconscious/Fainting/Near-Fainting	2	3.45%
Unknown Problem/Person Down	2	3.45%
Cardiac Arrest/Death	1	1.72%
Convulsions/Seizure	1	1.72%
Headache	1	1.72%
Interfacility Transfer	1	1.72%
MED-F (Medical Facility)	1	1.72%
Traumatic Injury	1	1.72%
Total: 58		Total: 100.00%

Runs by Provider Impression

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Respiratory Distress - Unspecified (J80)	8	13.79%
Abdominal Pain / Problems (R10.84)	6	10.34%
Altered Level of Consciousness (R41.82)	6	10.34%
Pain (G89.1)	5	8.62%
Alcohol Intoxication (F10.92)	3	5.17%
Behavioral / Psychiatric - Legal Hold (5150) (Z04.6)	3	5.17%
Nausea / Vomiting (R11.2)	3	5.17%
Anxiety / Emotional Upset (F41.9)	2	3.45%
Behavioral / Psychiatric - Disorder/Issue (F99)	2	3.45%
Cardiac Arrest (I46.9)	2	3.45%
Gastrointestinal System Issue (G.I.) (K92.9)	2	3.45%

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Overdose / Poisoning / Ingestion (F19)	2	3.45%
Stroke/CVA (I63.9)	2	3.45%
Weakness (General) (R53.1)	2	3.45%
Chest Pain - Non-cardiac (R07.89)	1	1.72%
Chest Pain - Suspected Cardiac (I20.9)	1	1.72%
Cold/Flu Symptom (J00)	1	1.72%
Dizziness / Vertigo (R42)	1	1.72%
G.I. Bleed (K92.2)	1	1.72%
Medical Device Related Issue (T82.1)	1	1.72%
Seizure - Post (G40.909)	1	1.72%
Syncope/Near Syncope (R55)	1	1.72%
TIA (G45.9)	1	1.72%
Traumatic Injury (T14.90)	1	1.72%
	Total: 58	Total: 100.00%

Procedures Administered

Procedure Performed Description And Code (eProcedures.03)	Number of Times Procedure Administered	Percent of Total Procedures Administered
Electrocardiographic monitoring (46825001)	44	29.33%
Blood Glucose Measurement (302789003)	24	16.00%
Cardiac Monitor - 12 Lead ECG Obtained (268400002)	21	14.00%
Venous Access - Saline Lock (425074000)	16	10.67%
Cardiac Monitor - ECG Monitoring (428803005)	13	8.67%
Venous Access - IV (392230005)	11	7.33%
	7	4.67%
Airway - ETCO2 Capnography (425543005)	4	2.67%
Oxygen Administration - Nasal Cannula (371907003)	4	2.67%
Oxygen Administration - Nonrebreather Mask (371908008)	2	1.33%
Airway - I-gel SGA Device (424979004)	1	0.67%
Restraint Applied - Physical (386423001)	1	0.67%
Spinal Motion Restriction - Full (426498007)	1	0.67%
Venous Access - IO (Intraosseous) (430824005)	1	0.67%
	Total: 150	Total: 100.00%

Medications Administered

Medication Given Description And RXCUI Code (eMedications.03)	Number of Times Medication Administered	Percent of Total
Normal saline (125464)	28	33.33%
	24	28.57%
Ondansetron (26225)	10	11.90%
Oxygen (7806)	6	7.14%
Fentanyl (4337)	5	5.95%
Naloxone (7242)	3	3.57%
Nitroglycerin (4917)	3	3.57%
Midazolam (6960)	2	2.38%
Albuterol (435)	1	1.19%
Aspirin (1191)	1	1.19%
Atrovent (151390)	1	1.19%
	Total: 84	Total: 100.00%

Average Run Mileage Summary Report

Average Run Mileage to Scene	Minimum Run Mileage to Scene	Maximum Run Mileage to Scene	Average Run Mileage Scene to Destination	Minimum Run Mileage Scene to Destination	Maximum Run Mileage Scene to Destination	Average Run Total Distance	Minimum Run Total Distance	Maximum Run Total Distance	Number of Runs
0.00	0	0	23.46	16	33	0.00	0	0	58

Run Times - Unit Arrived on Scene to Unit Left Scene in Minutes

Incident Unit Arrived On Scene To Unit Left Scene Range In Minutes	Number of Runs	Percent of Total Runs
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Incident Unit Arrived On Scene To Unit Left Scene Range In Minutes	Number of Runs	Percent of Total Runs
	7	12.07%
0 to <5	6	10.34%
5 to <10	29	50.00%
10 to <15	10	17.24%
15 to <20	3	5.17%
20 to <25	1	1.72%
25 to <30	1	1.72%
40 to <45	1	1.72%
	Total: 58	Total: 100.00%

Run Times - Unit Enroute to Unit Arrived on Scene in Minutes

Incident Unit En Route To Unit Arrived On Scene Range In Minutes	Number of Runs	Percent of Total Runs
0 to <5	47	81.03%
5 to <10	9	15.52%
10 to 15	2	3.45%
	Total: 58	Total: 100.00%

Run Times - Unit Left Scene to Patient Arrived at Destination in Minutes

Incident Unit Left Scene To Patient Arrived At Destination Range In Minutes	Number of Runs	Percent of Total Runs
	8	13.79%
5 to <10	2	3.45%
> 15	48	82.76%
	Total: 58	Total: 100.00%

Transport Mode from Scene

Disposition Transport Mode From Scene (eDisposition.17)	Number of Runs	Percent of Total Runs
Code 2	47	81.03%
	7	12.07%
Code 3	4	6.90%
	Total: 58	Total: 100.00%

Response Delay

Response Type Of Response Delay List (eResponse.09)	Number of Runs	Percent of Total Runs
"None/No Delay"	58	100.00%
	Total: 58	Total: 100.00%

Runs by Patient Race

Patient Race List (ePatient.14)	Number of Runs	Percent of Total Runs
White	48	82.76%
Hispanic or Latino	9	15.52%
	1	1.72%
	Total: 58	Total: 100.00%

Runs by Patient Age Range in Years

Patient Age Range In Years	Number of Runs	Percent of Total Runs
	1	1.72%
10 - 19	2	3.45%
20 - 29	4	6.90%
30 - 39	2	3.45%
40 - 49	1	1.72%
50 - 59	5	8.62%
60 - 69	19	32.76%
70 - 79	15	25.86%
80 - 89	9	15.52%
	Total: 58	Total: 100.00%

Runs by Destination Name

Disposition Destination Name Delivered Transferred	Disposition Destination Code Delivered Transferred	Number of	Percent of Total
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To (eDisposition.01)		To (eDisposition.02)		Runs	Runs
				7	12.07%
Healdsburg District Hospital	20157			23	39.66%
Kaiser Permanente - Santa Rosa	20203			11	18.97%
Petaluma Valley Hospital	20343			1	1.72%
Santa Rosa Memorial Hospital	20402			4	6.90%
Sutter Santa Rosa Regional Hospital	20478			12	20.69%
				Total: 58	Total: 100.00%