

CLOVERDALE HEALTH CARE DISTRICT

Regular Meeting Agenda

FEBRUARY 11 2019, 7:00 P.M.

Chamber of Commerce  
126 N. Cloverdale Blvd.

ROLL CALL: PRESIDENT: Hanchett VICE PRESIDENT: Martin TREASURER: Winters SECRETARY: DeMartini  
MEMBER Delsid

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))

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ITEMS:

1. Board election
2. Minutes JANUARY 2019
3. Financial Statement JANUARY 2019
4. Managers Report-
5. Form 700 completion
6. Review ambulance statistics- publishing options
7. From Members-

Adjourn to Executive Meeting: none

Adjourn to Regular Meeting

Adjourn till March 11, 2019

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 January 11, 2019, Any disabled, handicapped or other meeting attendees needing special assistance or other accommodations for participation, please contact the business office 24 hrs prior to the meeting. 707-894-5862.

**Minutes of the  
Cloverdale Healthcare District  
Board of Directors Meeting  
January 14, 2019**

There were present, Al Delsid, Mary Jo Winter, Neena Hanchett, and Jim DeMartini. Manager Tom Hinrichs was also present.

The agenda was approved.

1. **December Minutes**: The December, 2018 minutes were approved upon motion by Delsid, second by Hanchett after Winter pointed out that for 25 years the agendas have incorrectly identified her as Winters. Suitable corrections were promised by staff.
2. **Officer Elections**: Board officer elections were postponed until the February meeting to permit Harry Martin to participate.
3. **Financial Statement** –Hinrichs reported that the District had a very slow month.
4. **District Manager's Report**: Hinrichs reported on the Reveille's disinterest in publicizing District news. Winter volunteered to talk to representative of the paper about the issue. 22 people participated in the EMT refresher course, all were re-certified. Survival CPR & First Aid presented the course. Winter asked for a summary of the District sexual harassment policy and training options. Hinrichs described the videos that the District relies on for training. Hinrichs will review the current minimum training requirements.
5. **Final Audit**: Hinrichs presented a copy of the final District audit. The audit was approved upon motion by DeMartini, second by Winter.
6. **Patient Profile Report**: Hinrichs presented a new patient profile report and was complimented on its design.

Dated: January 16, 2019

Jim DeMartini, Sec.

CLOVERDALE AMBULANCE  
Balance Sheet  
January 31, 2019

ASSETS

Current Assets		
Exchange Bank Bus. Checking	\$	106,447.64
Capital Holding MMS		119,528.76
Ambulance Replacment Savings		160,722.06
Accounts Receivable Ambulance		97,589.98
Reserve for Doubtful Accts.		(3,279.45)
Prepaid insurance		(2,130.58)
		<hr/>
Total Current Assets		478,878.41
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>924,723.42</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts payable	\$	4,496.15
Accrued retirement benefits		(842.54)
Accrued Interest		57.20
Accrued AFLAC		235.03
		<hr/>
Total Current Liabilities		3,945.84
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		3,945.84
Capital		
Fund Balance		731,591.05
Prior Year Profit (Loss)		198,549.65
Net Income		(9,363.12)
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Total Capital		920,777.58
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Total Liabilities & Capital	\$	<u>924,723.42</u>

# CLOVERDALE AMBULANCE

## Income Statement

### Compared with Budget

For the Seven Months Ending January 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
<b>Revenues</b>					
Ambulance Service	\$ 30,311.78	\$ 65,000.00	\$ 400,378.83	\$ 455,000.00	(54,621.17)
Less - Contract Allowances	0.00	(34,166.00)	(175,234.59)	(239,162.00)	63,927.41
Donations	0.00	0.00	400.00	0.00	400.00
Property Tax (13)	0.00	4,453.40	22,475.33	24,943.24	(2,467.91)
Special Assessment	0.00	13,230.00	94,635.90	105,250.87	(10,614.97)
Interest Income	0.00	27.59	175.92	107.02	68.90
IGT Supplemental Payment	0.00	0.00	0.00	45,000.00	(45,000.00)
Membership paid	0.00	0.00	(1,144.00)	0.00	(1,144.00)
Other (Income) and Expenses	0.00	0.00	8,051.04	4,200.00	3,851.04
<b>Total Revenues</b>	<b>30,311.78</b>	<b>48,544.99</b>	<b>349,738.43</b>	<b>395,339.13</b>	<b>(45,600.70)</b>
<b>Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>30,311.78</b>	<b>48,544.99</b>	<b>349,738.43</b>	<b>395,339.13</b>	<b>(45,600.70)</b>
<b>Expenses</b>					
Salaries & Wages	29,988.00	27,450.00	208,904.68	192,150.00	16,754.68
Health benefits employer	4,627.27	4,473.00	31,770.49	31,311.00	459.49
Fuel Expense	1,124.88	1,250.00	8,948.60	8,750.00	198.60
Work Comp ACHD	1,551.00	1,551.00	11,246.00	10,857.00	389.00
Payroll Exp UTI/ETT	602.44	258.00	1,064.41	1,806.00	(741.59)
Amb Repair Maintenance	0.00	816.00	8,237.13	5,712.00	2,525.13
Supplies Patient	1,005.69	2,000.00	12,714.92	14,000.00	(1,285.08)
Employee Benefits Volunteers	4,284.00	0.00	6,844.54	6,850.00	(5.46)
Outside Services	0.00	1,104.00	6,100.33	7,728.00	(1,627.67)
Bad Debit Writeoff	0.00	0.00	12,480.00	0.00	12,480.00
Patient Refunds	852.69	0.00	1,322.96	0.00	1,322.96
employer soc. sec.	1,856.94	1,666.00	12,785.25	11,662.00	1,123.25
Employer Medicare	434.28	444.24	2,990.12	2,833.53	156.59
Bank service charges	0.00	0.00	109.45	0.00	109.45
Dues & Subscriptions	0.00	0.00	2,575.00	2,500.00	75.00
Utilities	519.33	500.00	3,711.59	3,500.00	211.59
Insurance - General	1,343.00	1,580.00	9,401.00	11,060.00	(1,659.00)

# CLOVERDALE AMBULANCE

## Income Statement

### Compared with Budget

For the Seven Months Ending January 31, 2019

	Current Month		Current Month		Year to Date		Year to Date		Year to Date	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Variance	
Legal	315.00	0.00	420.00	0.00	420.00	0.00	420.00	0.00	420.00	
Accounting	0.00	0.00	6,500.00	0.00	6,500.00	0.00	6,500.00	0.00	0.00	
Office expense	1,937.40	1,333.00	9,806.08	1,333.00	9,806.08	1,333.00	9,806.08	1,333.00	475.08	
Office Building Repair	0.00	0.00	716.43	0.00	716.43	0.00	716.43	0.00	(283.57)	
Payroll Tax FUTA	172.12	1,204.00	1,300.00	1,204.00	1,300.00	1,300.00	1,300.00	1,300.00	0.00	
Telephone	196.03	333.00	1,720.97	333.00	1,720.97	333.00	1,720.97	333.00	(610.03)	
Volunteer Appr. Mng.	0.00	0.00	713.50	0.00	713.50	0.00	713.50	0.00	713.50	
Conference and Travel	0.00	0.00	1,214.01	0.00	1,214.01	0.00	1,214.01	0.00	0.00	
Total Expenses	50,810.07	45,962.24	363,597.46	45,962.24	363,597.46	45,962.24	363,597.46	45,962.24	31,201.92	
Net Income	(\$ 20,498.29)	\$ 2,582.75	(\$ 13,859.03)	\$ 2,582.75	(\$ 13,859.03)	\$ 2,582.75	(\$ 13,859.03)	\$ 2,582.75	(76,802.62)	



**STAFF REPORT**  
**February 2019**

Manager Report-- No operational issues. No equipment issues. No work comp issues. Call volume continues to be slow.

Reminder to file Form 700- Instruction were sent to complete and submit online. The County is still sending out access login credentials.

IGT- awaiting wiring instructions for FY 17-18. Last contact stated the wiring process could begin in March

### Runs by Provider Impression

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Abdominal Pain / Problems (R10.84)	4	8.16%
Altered Level of Consciousness (R41.82)	4	8.16%
Traumatic Injury (T14.90)	4	8.16%
Respiratory Distress - Bronchospasm (J98.01)	4	8.16%
Respiratory Distress - Unspecified (J80)	3	6.12%
Alcohol Intoxication (F10.92)	3	6.12%
Cardiac Dysrhythmia - Unspecified (I49.9)	2	4.08%
No Apparent Illness/Injury (Adult) (Z00.00)	2	4.08%
Seizure - Post (G40.909)	2	4.08%
Syncope/Near Syncope (R55)	2	4.08%
Weakness (General) (R53.1)	2	4.08%
Airway Obstruction (T17.9)	2	4.08%
Anxiety / Emotional Upset (F41.9)	1	2.04%
Behavioral / Psychiatric - Disorder/Issue (F99)	1	2.04%
Cardiac - STEMI (I21.3)	1	2.04%
Cardiac Arrest (I46.9)	1	2.04%
Chest Pain - Non-cardiac (R07.89)	1	2.04%
Cold/Flu Symptom (J00)	1	2.04%
Diabetic - Hypoglycemia (E13.64)	1	2.04%
Fever (R50.9)	1	2.04%
Gastrointestinal System Issue (G.I.) (K92.9)	1	2.04%
Hypertension (I10)	1	2.04%
Overdose / Poisoning / Ingestion (F19)	1	2.04%
Pain (S89.1)	1	2.04%
Sepsis (A41.9)	1	2.04%
Stroke/CVA (I63.9)	1	2.04%
<b>Total:</b>	<b>49</b>	<b>100.00%</b>

Elite cvmsa

### Runs by Day of Week

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	8	16.33%
Monday	7	14.29%
Tuesday	9	18.37%
Wednesday	4	8.16%
Thursday	5	10.20%
Friday	9	18.37%
Saturday	7	14.29%
<b>Total:</b>	<b>49</b>	<b>100.00%</b>

Elite cvmsa

### Runs by Response Disposition

Disposition Incident Patient Disposition (eDisposition.12)	Number of Runs	Percent of Total Runs
Treated, Transported by this EMS Unit	38	77.55%
Released at Scene (RAS)	5	10.20%
Against Medical Advice (AMA)	2	4.08%
Canceled Enroute - No Patient Contact	2	4.08%
Canceled on Scene - No Patient Contact	1	2.04%
Field Pronouncement - BLS/ALS	1	2.04%
<b>Total:</b>	<b>49</b>	<b>100.00%</b>

Elite cvmsa

### Transported by Destination Report

Disposition Destination Name Delivered Transferred To (eDisposition.01)	Number of Runs	Percent of Total Runs
Healdsburg District Hospital	13	26.53%
Kaiser Permanente - Santa Rosa	12	24.49%
Sutter Medical Center Of Santa Rosa	11	22.45%
Santa Rosa Memorial Hospital	8	16.33%
Adventist Health Ukiah Valley	4	8.16%
	1	2.04%
<b>Total:</b>	<b>49</b>	<b>100.00%</b>