

# CLOVERDALE HEALTH CARE DISTRICT

## Regular Meeting Agenda

January 8 2024, 7:00 P.M.

126 N. Cloverdale Blvd

IN-PERSON AND VIRTUAL

ROLL CALL: PRESIDENT: Martin VICE PRESIDENT: Winter\_ TREASURER: DeMartini SECRETARY: Hanchett  
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. Election of Officers
2. Minutes November meeting
3. Financial Statement December 2023
4. Staff Report-
5. Changes to Accounts Payable Process
6. Update PP-GEMT and IGT Program
7. Resignation- Board Member Mary Jo Winter
8. From Members-

Adjourn to Executive Meeting:

Adjourn to Regular Meeting

Adjourn till February 12 2024

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 01/04/2024, 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 Healthcare District  
Meeting Minutes-November 13, 2023**

Roll Call: Eric Polan (District Operations-via video link), Tom Hinrichs, board members Secretary Hanchett, President Martin, Member Delsid and Treasurer DeMartini were present. Vice President Winter was not present. Quorum met.

Meeting called to order at 7:00 p.m. by President Martin. The agenda was approved with no changes. There were no public comments.

**Minutes from October meeting-**The minutes were reviewed and approved with a unanimous vote by those members present after a motion by Martin and a second by DeMartini.

**Financial Statement, October, 2023-** October was a very good month. Revenues were up with reimbursements continuing to come in. Partnership reimbursements are still lagging behind and the district is working with the state to clarify and confirm the Partnership program amounts and reimbursements. After a brief discussion regarding Development Impact Fees, the financial statement was approved by all present, after a motion by Delsid and a second by Martin.

**Staff Report:** October was a good month operationally. One of the district's full-time paramedics, Eric Constantine, resigned to pursue a management position at another agency. His position was filled Nov.1<sup>st</sup> by a paramedic with several years of Sonoma County experience. His field orientation is completed and his county accreditation class and interview must be completed before he's able to work on his own. The board welcomes Matt Coxon to the district.

The new phone system has been installed as is working well. Football season has ended and the district was able to cover all the games as well as the Asti Tour de Vine and the Vineyard Run.

The second cardiac monitor loaner has arrived and is being put into service on the QRV. That program is now up and running and going well, with a few expected hiccups.

**District Audit FY 22-23:** The district's financial performance was reviewed and is "on a par" with last year. After reviewing the audit and the notes accompanying it, the FY 22-23 District Audit was approved unanimously after a motion by Treasurer DeMartini and a second by President Martin.

**Update PP-GEMT and IGT Program:** The programs continue to be monitored. The Partnership program reimbursements are continuing to lag and inquiries are being made to the state about amounts billed and what portion are being reimbursed. IGT continues and the district will be wiring funds in December to participate and expecting funds from that program to more than cover the cost to participate.

**Resignation- Board member Mary Jo Winter:** One preliminary "possible" name was brought forward. That person, a former district employee, was asked if there was interest and will be considering a position on the board. No decision has been made.

**From Members:** Treasurer DeMartini brought up a new law signed by the governor mandating Balance Billing. Our billing agent, Wittman Enterprises, is very familiar with Balance Billing as they service many entities and will ensure compliance.

**Meeting adjourned at 7:35 p.m.** until the Dec. 11, 2023 meeting.

Respectfully submitted,  
Neena Hanchett, Secretary

**STAFF REPORT**  
**January 2024**

Manager Report—

Operations- Things over the last few months have gone well. Our primary ambulance is doing well, our back up had to have some extensive maintainenc that was completed last month. It has returned to back up status and is at Cloverdale Fire. Staffing – One of our full-time EMT's is still out and is not expected back for 6-8 more weeks. The EMT's and Medics have been really stepping up and ensuring that all of the shifts have been covered. There will be a spike in payroll as our injured EMT is using some PTO and the occasional overtime for the full time staff picking up a few of the open shifts. We had a 22 call increase from the month of November.

QRV is doing well. We ran a call at the Casino and a call in Healdsburg. We have been invited to respond to calls in Healdsburg as appropriate.

Purchase of new cardiac monitors- We still await the delivery of the Tempus cardiac monitors. We have a long-term loaner system until our units arrive. The second loaner has arrived and will be placed into service on the QRV. No Update

Station Projects – No current projects.

CLOVERDALE AMBULANCE  
Balance Sheet  
December 31, 2023

ASSETS

Current Assets		
Exchange Bank Bus. Checking	\$	244,257.43
RESERVE/CAPITAL ACCT		361,300.10
Ambulance Replacment Savings		111,180.35
Accounts Receivable Ambulance		275,743.24
Reserve for Doubtful Accts.		1,396.60
Prepaid insurance		19,085.70
Building improvements		700.00
		<hr/>
Total Current Assets		1,013,663.42
Property and Equipment		
Land		17,789.00
Ambulance and Equipment		139,565.58
Accum depreciation - Equipment		292,311.51
Furniture and fixtures		16,563.64
Building and Improvements		323,365.96
A/D - Other Fixed Assets		(504,007.69)
		<hr/>
Total Property and Equipment		285,588.00
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>1,299,251.42</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Notes Payable - Short Term	\$	(131,475.34)
Accrued retirement benefits		1,589.00
Accrued AFLAC		1,104.90
		<hr/>
Total Current Liabilities		(128,781.44)
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		(128,781.44)
Capital		
Fund Balance		496,206.72
Prior Year(s) Profit (Loss)		1,058,158.80
Net Income		(126,332.66)
		<hr/>
Total Capital		1,428,032.86
		<hr/>
Total Liabilities & Capital	\$	<u>1,299,251.42</u>

Unaudited - For Management Purposes Only



CLOVERDALE AMBULANCE

Income Statement

Compared with Budget

For the Six Months Ending December 31, 2023

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
<b>Revenues</b>					
Ambulance Service	\$ 82,867.95	\$ 77,000.00	\$ 483,548.23	\$ 462,000.00	21,548.23
Property Tax (13)	25,376.70	24,000.00	30,823.84	24,000.00	6,823.84
Special Assessment	89,075.00	90,000.00	93,539.50	90,000.00	3,539.50
Interest Income	0.00	0.00	1,094.58	0.00	1,094.58
Other (Income) and Expenses	0.00	0.00	45,646.74	45,646.74	0.00
<b>Total Revenues</b>	<b>197,319.65</b>	<b>191,000.00</b>	<b>654,652.89</b>	<b>621,646.74</b>	<b>33,006.15</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>197,319.65</b>	<b>191,000.00</b>	<b>654,652.89</b>	<b>621,646.74</b>	<b>33,006.15</b>
<b>Expenses</b>					
Salaries & Wages	48,788.71	46,916.67	277,891.13	281,500.02	(3,608.89)
Health benefits employer	5,662.36	9,416.67	33,512.52	56,500.02	(22,987.50)
Fuel Expense	1,907.25	2,500.00	13,529.51	15,000.00	(1,470.49)
Work Comp ACHD	2,112.25	2,112.50	15,529.50	12,675.00	2,854.50
Payroll Exp UTI/ETT	55.01	175.00	442.46	1,050.00	(607.54)
Amb Repair Maintenance	9,172.22	10,166.67	25,000.67	18,500.02	6,500.65
Supplies Patient	4,377.81	3,000.00	31,466.07	33,000.00	(1,533.93)
Employee Benefits Volunteers	0.00	833.33	1,083.53	4,999.98	(3,916.45)
Outside Services	5,807.98	4,916.67	14,255.63	29,500.02	(15,244.39)
Medical Director	500.00	500.00	500.00	3,000.00	(2,500.00)
Patient Refunds	0.00	375.00	0.00	2,250.00	(2,250.00)
employer soc. sec.	2,983.75	2,416.67	16,898.73	14,500.02	2,398.71
Employer Medicare	697.84	566.67	3,952.23	3,400.02	552.21
Bank service charges	30.00	0.00	110.00	150.00	(40.00)
Dues & Subscriptions	0.00	0.00	100.00	0.00	100.00
Capital Equipment	0.00	0.00	28,634.26	28,634.00	0.26
Utilities	1,076.92	541.67	3,209.84	3,250.02	(40.18)
Insurance - General	1,583.30	1,781.25	9,499.80	10,687.50	(1,187.70)
Accounting	0.00	583.33	7,475.00	3,499.98	3,975.02
Miscellaneous expense	(1,875.00)	291.67	(2,445.00)	1,750.02	(4,195.02)
Office expense	5,960.14	2,666.67	17,078.79	18,500.00	(1,421.21)

CLOVERDALE AMBULANCE

Income Statement

Compared with Budget

For the Six Months Ending December 31, 2023

	Current Month		Year to Date		Year to Date		Year to Date Variance
	Actual	Budget	Actual	Budget	Actual	Budget	
Office Building Repair	120.00	1,250.00	29,858.24	7,500.00	29,858.24	7,500.00	22,358.24
Payroll Tax FUTA	20.63	66.67	165.95	400.02	165.95	400.02	(234.07)
Telephone	0.00	283.33	423.46	1,699.98	423.46	1,699.98	(1,276.52)
Volunteer Appr. Mtng.	0.00	208.33	912.00	1,249.98	912.00	1,249.98	(337.98)
PP-GEMT Assessments	34,551.35	34,551.35	70,959.89	70,959.89	70,959.89	70,959.89	0.00
Total Expenses	123,532.52	126,120.12	600,044.21	624,156.49	600,044.21	624,156.49	(24,112.28)
Net Income	\$ 73,787.13	\$ 64,879.88	\$ 54,608.68	\$ 2,509.75	\$ 54,608.68	\$ 2,509.75	\$ 57,118.43

## Cloverdale Ambulance Run Data Report

## Runs by City

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
City of Cloverdale	75	88.24%
Geyserville	3	3.53%
Hopland	3	3.53%
Cloverdale	2	2.35%
Kelseyville	1	1.18%
Santa Rosa	1	1.18%
<b>Total: 85</b>		<b>Total: 100.00%</b>

## Runs by County

Scene Incident County Name (eScene.21)	Number of Runs	Percent of Total Runs
Sonoma	81	95.29%
Mendocino	3	3.53%
Lake	1	1.18%
<b>Total: 85</b>		<b>Total: 100.00%</b>

## Runs by Day of Week

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	7	8.24%
Monday	13	15.29%
Tuesday	7	8.24%
Wednesday	17	20.00%
Thursday	10	11.76%
Friday	19	22.35%
Saturday	12	14.12%
<b>Total: 85</b>		<b>Total: 100.00%</b>

## Runs by Dispatch Reason

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Falls	17	20.00%
Breathing Problem	13	15.29%
Sick Person	9	10.59%
Abdominal Pain/Problems	8	9.41%
Traffic/Transportation Incident	8	9.41%
Back Pain (Non-Traumatic)	5	5.88%
Unknown Problem/Person Down	5	5.88%
Chest Pain (Non-Traumatic)	4	4.71%
Stroke/CVA	4	4.71%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	2	2.35%
Unconscious/Fainting/Near-Fainting	2	2.35%
Assault	1	1.18%
Diabetic Problem	1	1.18%
Electrocution/Lightning	1	1.18%
Headache	1	1.18%
Heart Problems/AICD	1	1.18%
Interfacility Transfer	1	1.18%
Other	1	1.18%
Traumatic Injury	1	1.18%
<b>Total: 85</b>		<b>Total: 100.00%</b>

## Runs by Provider Impression

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Pain (G89.1)	17	20.00%
Traumatic Injury (T14.90)	9	10.59%
Behavioral / Psychiatric - Disorder/Issue (F99)	7	8.24%

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Abdominal Pain / Problems (R10.84)	6	7.06%
Alcohol Intoxication (F10.92)	6	7.06%
Respiratory Distress - Unspecified (J80)	6	7.06%
Weakness (General) (R53.1)	6	7.06%
No Apparent Illness/Injury (Adult) (Z00.00)	5	5.88%
	3	3.53%
Chest Pain - Suspected Cardiac (I20.9)	3	3.53%
Respiratory Distress - Bronchospasm (J98.01)	3	3.53%
Genitourinary System Issue (Urinary) (N39.9)	2	2.35%
Nausea / Vomiting (R11.2)	2	2.35%
Respiratory Distress - Pulmonary Edema / CHF (J81.0)	2	2.35%
Stroke/CVA (I63.9)	2	2.35%
Chest Pain - Non-cardiac (R07.89)	1	1.18%
Cold/Flu Symptom (J00)	1	1.18%
COVID-19 Pt had contact with positive tested patient (Z20.828)	1	1.18%
Dizziness / Vertigo (R42)	1	1.18%
Electrocution (T75.4)	1	1.18%
Syncope/Near Syncope (R55)	1	1.18%
	1	1.18%
<b>Total:</b>	<b>85</b>	<b>Total: 100.00%</b>

**Procedures Administered**

Procedure Performed Description And Code (eProcedures.03)	Number of Times Procedure Administered	Percent of Total Procedures Administered
Electrocardiographic monitoring (46825001)	58	32.58%
Cardiac Monitor - 12 Lead ECG Obtained (268400002)	32	17.98%
Venous Access - IV (392230005)	32	17.98%
	19	10.67%
Blood Glucose Measurement (302789003)	17	9.55%
Venous Access - Saline Lock (425074000)	6	3.37%
Spinal Motion Restriction - Full (426498007)	3	1.69%
Splinting (79321009)	3	1.69%
Spinal Motion Restriction - Cervical Collar Applied (49689007)	2	1.12%
Wound Care - General (225358003)	2	1.12%
Cardiac Monitor - ECG Monitoring (428803005)	1	0.56%
Oxygen Administration - Nonrebreather Mask (371908008)	1	0.56%
Patient Cooling - Ice/Cold Pack (229583009)	1	0.56%
Valsalva Maneuver (128968000)	1	0.56%
	1	0.56%
<b>Total:</b>	<b>178</b>	<b>Total: 100.00%</b>

**Medications Administered**

Medication Given Description And RXCUI Code (eMedications.03)	Number of Times Medication Administered	Percent of Total
Fentanyl (4337)	54	44.26%
Ondansetron (26225)	20	16.39%
Oxygen (7806)	13	10.66%
Nitroglycerin (4917)	10	8.20%
Normal saline (125464)	7	5.74%
Midazolam (6960)	6	4.92%
Albuterol (435)	4	3.28%
Aspirin (1191)	2	1.64%
Diphenhydramine (Benadryl) (3498)	2	1.64%
Adenosine (296)	2	1.64%
Atrovent (151390)	1	0.82%
	1	0.82%
<b>Total:</b>	<b>122</b>	<b>Total: 100.00%</b>

**Average Run Mileage Summary Report**

Average	Minimum	Maximum	Average Run	Minimum Run	Maximum Run	Average	Minimum	Maximum	Number
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Run Mileage to Scene	Run Mileage to Scene	Run Mileage To Scene	Mileage Scene to Destination	Mileage Scene to Destination	Mileage Scene to Destination	Run Total Distance	Run Total Distance	Run Total Distance	of Runs
0.00	0	0	25.72	5	38	0.00	0	0	85

**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
	21	24.71%
5 to <10	8	9.41%
10 to <15	21	24.71%
15 to <20	17	20.00%
20 to <25	12	14.12%
25 to <30	2	2.35%
30 to <35	2	2.35%
35 to <40	1	1.18%
45 to <50	1	1.18%
<b>Total:</b>	<b>85</b>	<b>100.00%</b>

**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	59	69.41%
5 to <10	20	23.53%
10 to 15	6	7.06%
<b>Total:</b>	<b>85</b>	<b>100.00%</b>

**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
	21	24.71%
> 15	64	75.29%
<b>Total:</b>	<b>85</b>	<b>100.00%</b>

**Transport Mode from Scene**

Disposition Transport Mode From Scene (eDisposition.17)	Number of Runs	Percent of Total Runs
Code 2	61	71.76%
Code 3	20	23.53%
Code 2 Upgraded to Code 3	2	2.35%
Code 3 Downgraded to Code 2	1	1.18%
	1	1.18%
<b>Total:</b>	<b>85</b>	<b>100.00%</b>

**Response Delay**

Response Type Of Response Delay List (eResponse.09)	Number of Runs	Percent of Total Runs
"None/No Delay"	85	100.00%
<b>Total:</b>	<b>85</b>	<b>100.00%</b>

**Runs by Patient Race**

Patient Race List (ePatient.14)	Number of Runs	Percent of Total Runs
White	59	69.41%
Hispanic or Latino	13	15.29%
Other Race	6	7.06%
Asian	5	5.88%
Native Hawaiian or Other Pacific Islander	1	1.18%
	1	1.18%
<b>Total:</b>	<b>85</b>	<b>100.00%</b>

**Runs by Patient Age Range in Years**

Patient Age Range In Years	Number of Runs	Percent of Total Runs
	3	3.53%
< 1	2	2.35%
1 - 9	1	1.18%



Patient Age Range In Years	Number of Runs	Percent of Total Runs
10 - 19	2	2.35%
20 - 29	6	7.06%
30 - 39	5	5.88%
40 - 49	4	4.71%
50 - 59	6	7.06%
60 - 69	14	16.47%
70 - 79	22	25.88%
80 - 89	14	16.47%
90 - 99	5	5.88%
100 - 120	1	1.18%
<b>Total: 85</b>		<b>Total: 100.00%</b>

**Runs by Destination Name**

Disposition Destination Name Delivered To (eDisposition.01)	Disposition Destination Code Delivered To (eDisposition.02)	Number of Runs	Percent of Total Runs
Adventist Health Ukiah Valley	20506	19	22.35%
Healdsburg District Hospital	20157	2	2.35%
Kaiser Permanente - Santa Rosa	20203	19	22.35%
Santa Rosa Memorial Hospital, Montgomery	20402	21	24.71%
Sutter Santa Rosa Regional Hospital	20478	5	5.88%
		19	22.35%
		<b>Total: 85</b>	<b>Total: 100.00%</b>



## Cloverdale Ambulance Run Data Report

## Runs by City

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
City of Cloverdale	918	96.13%
Geyserville	10	1.05%
Cloverdale	9	0.94%
Healdsburg	8	0.84%
Hopland	7	0.73%
City of Santa Rosa	1	0.10%
Kelseyville	1	0.10%
Santa Rosa	1	0.10%
<b>Total: 955</b>		<b>Total: 100.00%</b>

## Runs by County

Scene Incident County Name (eScene.21)	Number of Runs	Percent of Total Runs
Sonoma	947	99.16%
Mendocino	7	0.73%
Lake	1	0.10%
<b>Total: 955</b>		<b>Total: 100.00%</b>

## Runs by Day of Week

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	119	12.46%
Monday	131	13.72%
Tuesday	148	15.50%
Wednesday	146	15.29%
Thursday	128	13.40%
Friday	140	14.66%
Saturday	143	14.97%
<b>Total: 955</b>		<b>Total: 100.00%</b>

## Runs by Dispatch Reason

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Sick Person	153	16.02%
Falls	131	13.72%
Unknown Problem/Person Down	106	11.10%
Breathing Problem	82	8.59%
Abdominal Pain/Problems	65	6.81%
Back Pain (Non-Traumatic)	53	5.55%
Chest Pain (Non-Traumatic)	49	5.13%
Traffic/Transportation Incident	42	4.40%
Stroke/CVA	38	3.98%
Unconscious/Fainting/Near-Fainting	38	3.98%
Traumatic Injury	30	3.14%
Convulsions/Seizure	28	2.93%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	26	2.72%
Overdose/Poisoning/Ingestion	16	1.68%
Headache	13	1.36%
Cardiac Arrest/Death	12	1.26%
Heart Problems/AICD	12	1.26%
Assault	10	1.05%
Hemorrhage/Laceration	9	0.94%
Allergic Reaction/Stings	7	0.73%
Medical Alarm	6	0.63%
Interfacility Transfer	5	0.52%
MED-F (Medical Facility)	5	0.52%
Diabetic Problem	4	0.42%