

# CLOVERDALE HEALTH CARE DISTRICT

## Regular Meeting Agenda

DECEMBER 10 2022, 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))

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ITEMS:

1. Election 2022 Board Officers
2. Minutes November Meeting- no December meeting
3. Financial Statement December 2021
4. Managers Report-
5. Review /Approve inclusion of Empower Retirement to the District 457 Plan offerings
6. From Members-

Adjourn to Executive Meeting: none

Adjourn to Regular Meeting

Adjourn till February 14 2022

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 01/06/2022, 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-September 13, 2021**

Roll Call: Director Tom Hinrichs, Eric Polan (Operations), board members Harry Martin, Neena Hanchett, President DeMartini and Al Delsid were present. Board Member Winter was not in attendance. Quorum met.

Meeting called to order at 7:01 p.m. by President DeMartini. There were no public comments.

**There were no changes to the agenda**

**Minutes from September meeting-There was no October meeting.** The minutes from the September, 2021 meeting were approved after a motion put forward by member Delsid and a second by Member Martin.

**Financial Statement for October, 2021-** After a brief discussion of increased billing, the financial statement was unanimously approved after a motion was brought forward by President DeMartini and a second by Member Martin.

**Manager's Report:** The new suspension was installed on Medic 45 and the riding and driving improvements are very noticeable and welcome. The solar rooftop project is underway with all of the plant installed. It is awaiting final inspections. There were several challenges with the installation and the district ended up getting an upgraded package due to the delays and other delivery issues. Covid is still a presence here but all of the district personnel are vaccinated, so vaccination mandates are of interest but not of concern to the district. The contract for the new ambulance is finalized. The district should get the new rig by the end of February. The yearly audit for the district should be completed in December. A few line items on the balance sheet will be corrected.

**Review/Approve Updated benefits and PTO section of the policy manual-** The board reviewed and approved the updated PTO section of the district's policy manual. Member Martin put forward a motion to approve and Hanchett seconded with unanimous approval from those members present. A recommendation was made to invite Eleanor Webster, a local HR expert, to review it prior to implementation. The entire policy manual is being considered for updating since it was last updated in 2013.

**From Members-** There was nothing brought forward from members.

**Meeting adjourned at 7:30 p.m.** December meeting will be cancelled unless items arise for review and January meeting is scheduled for January 10, 2022.

Respectfully submitted,

Neena Hanchett, Secretary

CLOVERDALE AMBULANCE  
Balance Sheet  
December 31, 2021

ASSETS

|                                |    |                            |
|--------------------------------|----|----------------------------|
| Current Assets                 |    |                            |
| Exchange Bank Bus. Checking    | \$ | 161,689.09                 |
| RESERVE/CAPITAL ACCT           |    | 406,438.62                 |
| Ambulance Replacment Savings   |    | 111,070.77                 |
| Accounts Receivable Ambulance  |    | 214,608.58                 |
| Accounts Receivable District   |    | 9,346.59                   |
| Reserve for Doubtful Accts.    |    | (4,070.56)                 |
| Prepaid insurance              |    | 8,889.58                   |
| Accum depreciation - Equipment |    | 238,181.61                 |
| IGT Refundable deposits        |    | 48,560.00                  |
|                                |    | <hr/>                      |
| Total Current Assets           |    | 1,194,714.28               |
| Property and Equipment         |    |                            |
| Land                           |    | 17,789.00                  |
| Ambulance and Equipment        |    | 139,565.58                 |
| Furniture and fixtures         |    | 16,563.64                  |
| Building and Improvements      |    | 323,365.96                 |
| A/D - Other Fixed Assets       |    | (558,138.00)               |
|                                |    | <hr/>                      |
| Total Property and Equipment   |    | (60,853.82)                |
| Other Assets                   |    |                            |
|                                |    | <hr/>                      |
| Total Other Assets             |    | <u>0.00</u>                |
| Total Assets                   | \$ | <u><u>1,133,860.46</u></u> |

LIABILITIES AND CAPITAL

|                             |    |                            |
|-----------------------------|----|----------------------------|
| Current Liabilities         |    |                            |
| Accrued retirement benefits | \$ | 489.00                     |
| Accrued AFLAC               |    | 1,060.27                   |
| Medical Director            |    | (500.00)                   |
|                             |    | <hr/>                      |
| Total Current Liabilities   |    | 1,049.27                   |
| Long-Term Liabilities       |    |                            |
|                             |    | <hr/>                      |
| Total Long-Term Liabilities |    | <u>0.00</u>                |
| Total Liabilities           |    | 1,049.27                   |
| Capital                     |    |                            |
| Fund Balance                |    | 496,206.72                 |
| Prior Year(s) Profit (Loss) |    | 600,928.31                 |
| Net Income                  |    | 35,676.16                  |
|                             |    | <hr/>                      |
| Total Capital               |    | <u>1,132,811.19</u>        |
| Total Liabilities & Capital | \$ | <u><u>1,133,860.46</u></u> |

CLOVERDALE AMBULANCE  
Income Statement  
Compared with Budget  
For the Six Months Ending December 31, 2021

|                              | Current Month<br>Actual | Current Month<br>Budget | Year to Date<br>Actual | Year to Date<br>Budget | Year to Date<br>Variance |
|------------------------------|-------------------------|-------------------------|------------------------|------------------------|--------------------------|
| <b>Revenues</b>              |                         |                         |                        |                        |                          |
| Ambulance Service            | \$ 131,333.44           | \$ 145,000.00           | \$ 874,132.55          | \$ 870,000.00          | 4,132.55                 |
| Less - Contract Allowances   | (100,887.79)            | (42,000.00)             | (469,116.62)           | (460,500.00)           | (8,616.62)               |
| Property Tax (13)            | 23,360.01               | 22,000.00               | 28,188.60              | 26,900.00              | 1,288.60                 |
| Special Assessment           | 88,689.91               | 90,000.00               | 93,207.91              | 94,500.00              | (1,292.09)               |
| Interest Income              | 0.00                    | 29.17                   | 169.26                 | 175.02                 | (5.76)                   |
| GEMT Supplemental Payments   | (1,913.96)              | 0.00                    | (1,913.96)             | 0.00                   | (1,913.96)               |
| Other (Income) and Expenses  | 0.00                    | 1,250.00                | 3,012.50               | 3,000.00               | 12.50                    |
| <b>Total Revenues</b>        | <b>140,581.61</b>       | <b>216,279.17</b>       | <b>527,680.24</b>      | <b>534,075.02</b>      | <b>(6,394.78)</b>        |
| <b>Cost of Sales</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>140,581.61</b>       | <b>216,279.17</b>       | <b>527,680.24</b>      | <b>534,075.02</b>      | <b>(6,394.78)</b>        |
| <b>Expenses</b>              |                         |                         |                        |                        |                          |
| Salaries & Wages             | 40,254.50               | 41,427.50               | 220,571.12             | 248,565.00             | (27,993.88)              |
| Health benefits employer     | 6,406.64                | 6,666.67                | 28,024.92              | 28,100.00              | (75.08)                  |
| Fuel Expense                 | 965.01                  | 2,083.33                | 13,443.83              | 12,499.98              | 943.85                   |
| Work Comp ACHD               | 1,688.00                | 1,833.33                | 9,239.00               | 10,999.98              | (1,760.98)               |
| Payroll Exp UTI/ETT          | 133.11                  | 130.00                  | 753.60                 | 780.00                 | (26.40)                  |
| Amb Repair Maintenance       | 296.93                  | 1,400.00                | 17,656.97              | 17,000.00              | 656.97                   |
| Supplies Patient             | 3,109.05                | 2,500.00                | 18,071.12              | 15,000.00              | 3,071.12                 |
| Employee Benefits Volunteers | 2,797.04                | 666.67                  | 7,069.66               | 4,000.02               | 3,069.64                 |
| Outside Services             | 605.00                  | 1,333.33                | 10,420.10              | 7,999.98               | 2,420.12                 |
| Patient Refunds              | 0.00                    | 0.00                    | 1,914.40               | 0.00                   | 1,914.40                 |
| employer soc. sec.           | 2,478.70                | 2,200.00                | 13,585.76              | 13,200.00              | 385.76                   |
| Employer Medicare            | 579.73                  | 510.00                  | 3,177.48               | 3,060.00               | 117.48                   |
| Bank service charges         | 0.00                    | 0.00                    | 30.00                  | 0.00                   | 30.00                    |
| Capital Equipment            | 0.00                    | 2,083.33                | 102,894.17             | 102,499.98             | 394.19                   |
| Utilities                    | 566.30                  | 750.00                  | 4,819.03               | 4,500.00               | 319.03                   |
| Insurance - General          | 1,583.30                | 1,916.67                | 9,499.80               | 11,500.02              | (2,000.22)               |
| Office expense               | 1,669.02                | 2,083.33                | 14,126.40              | 12,499.98              | 1,626.42                 |
| Office Building Repair       | 0.00                    | 166.67                  | 91.61                  | 1,000.02               | (908.41)                 |

CLOVERDALE AMBULANCE  
Income Statement  
Compared with Budget  
For the Six Months Ending December 31, 2021

|                               | Current Month       | Current Month        | Year to Date        | Year to Date        | Year to Date      |
|-------------------------------|---------------------|----------------------|---------------------|---------------------|-------------------|
|                               | Actual              | Budget               | Actual              | Budget              | Variance          |
| Payroll Tax FUTA              | 46.98               | 50.00                | 262.12              | 300.00              | (37.88)           |
| Telephone                     | 262.17              | 291.67               | 1,632.67            | 1,750.02            | (117.35)          |
| GEMT QAF Quarterly assessment | 0.00                | 0.00                 | 11,496.48           | 0.00                | 11,496.48         |
| <b>Total Expenses</b>         | <b>63,441.48</b>    | <b>68,092.50</b>     | <b>488,780.24</b>   | <b>495,254.98</b>   | <b>(6,474.74)</b> |
| <b>Net Income</b>             | <b>\$ 77,140.13</b> | <b>\$ 148,186.67</b> | <b>\$ 38,900.00</b> | <b>\$ 38,820.04</b> | <b>79.96</b>      |

## **STAFF REPORT JANUARY 2022**

Manager Report—

Operations- Operationally there were no interruptions, injuries, or mechanical issues. The new staffing pattern and staff increases approved by the Board in the FY 21-22 budget have been completed. We added two full-time personnel during December to our roster. We are currently at 7 full-time staff- 2 field paramedics, 1 Paramedic/Operations manager, 1 Paramedic/CEO, 3 full-time EMT positions. We have a parttime force of 4 paramedics and 7 EMTs. All the new staff are experienced field responders and will complement our service goals and expectations.

COVID- Our County is still impacted with people testing positive. However, our local infection acuity seems to be consistent with the national Omicron signs and symptoms. A new health order affecting EMS workers requires a booster or multi antigen test weekly.

Solar Project- Staff was approved to move forward with this project. Work was started in September and has been completed. The system is on and producing power. The lease fee is \$200 per month.

IGT-We wired our IGT request in October, with a loss of use of approximately \$49,000. This wire request covers the last six months of the calendar year 2020. We have signed an additional calendar year IGT contract with DHCS for the year 2021.

Purchase of new ambulance- We have finalized the contract with Leader Mfg for construction. We have finalized the lease contract and we have funded the escrow account (\$100,000). Delivery of the new rig could occur before the end of February 2022.

Review/Approve Empower 457 Plan Offering. The District has an approved IRS 457 Retirement Plan. To date, the only offering available is an annuity from Prudential. Through the offices of Edward Jones and Dolph Green as the financial advisor, the District can offer an additional plan. The plan administrator is Empower Retirement and meets all the requirements within our 457 plan documents. The plan is equity-based and accepts both employer and employee contributions.