

# CLOVERDALE HEALTH CARE DISTRICT

## Regular Meeting Agenda

February 12 2024, 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. Minutes January Meeting
2. Financial Statement January 2024
3. Staff Report-
4. Grant opportunity
5. Update PP-GEMT and IGT Program
6. Resignation- Board Member Mary Jo Winter
7. From Members-

Adjourn to Executive Meeting:

Adjourn to Regular Meeting

Adjourn till March 11 2024

All agenda items, reports, and 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 02/08/2024, 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 Health Care District  
Meeting Minutes-January 8, 2024**

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

Meeting called to order at 7:02 p.m. by Member Delsid. The agenda was unanimously approved after adding AVH Director of Development, Kirsten Tellez to the agenda and moving all items after the Staff Report down. There were no public comments.

**Election of Officers:** Effective with the February, 2024 meeting, Jim DeMartini is President; Al Delsid is Vice-President; Harry Martin is Treasurer; Hanchett remains in her role as Secretary and Mary Jo Winter will be a member as she will be leaving the board in 2024.

**Minutes from November meeting-**There was no meeting in December. The minutes were reviewed and approved with a unanimous vote by those members present after a motion by DeMartini and a second by Delsid.

**Financial Statement, December, 2023-** The past couple of months have seen increased transports and reimbursements coming in. As a result, revenues were up. Wittman is currently able to finally deposit payments into our Exchange Bank account without the delays that were experienced initially. Treasurer DeMartini asked to have the "Land" category on the Balance Sheet moved into the "Building and Improvements" category. Tom will implement that change.

**Alexander Valley Healthcare (AVH) presentation:** Kirsten Tellez, Director of Development, was invited to provide a follow-up to a meeting held several months ago where the district was asked to provide support for a \$10 Million grant to build out and offer services and programs for a community resilience center serving Cloverdale. No financial support was asked for and AVH has already partnered with the Citrus Fair, CERT and the city, among other groups to support this effort. The grant has been submitted and AVH is awaiting word as to whether their application will move forward. Board members discussed possibly having a seat on the Community Resilience Advisory Board for the project, once approved and underway.

**Staff Report:** The past several months have gone well. The back-up ambulance required extensive maintenance, which was completed in December. One EMT is out after an accident and is not expected to return for 6-8 weeks. All personnel have stepped up to cover the shifts. Call volume increased over last month with 22 additional transports. Payroll will spike a bit as full-time staff is picking up some of the open shifts. The QRV is doing well and was asked to respond to calls in Healdsburg, as appropriate. A casino call was also responded to. The new cardiac monitors may not arrive until the April/May timeframe but we have both working loaners.

**Changes to Accounts Payable Process:** Paychex, the district's payroll company, will now process payments for Accounts Payable. A PDF spreadsheet will list the checks being written and approval will still require two signatures. On-line banking is being established at Exchange Bank. One of the time-saving features will be an ACH process versus the wire transfer process currently in place for PP-GEMT and the IGT programs.

**Update PP-GEMT and IGT Program:** There will be five wirings for 2024 for the reimbursement programs. They will be done via ACH as the state prefers ACH to a wire transfer.

**Resignation- Board member Mary Jo Winter:** One preliminary "possible" name was brought forward. Tom reached out to a member of the community who was interested but currently not available. Board members were encouraged to reach out their contacts.

**From Members:** No discussion items were brought up.

**Meeting adjourned at 7:53 p.m.** until the Feb. 12, 2024 meeting.

Respectfully submitted,  
Neena Hanchett, Secretary

CLOVERDALE AMBULANCE  
Balance Sheet  
January 31, 2024

ASSETS

Current Assets		
Exchange Bank Bus. Checking	\$	216,032.71
RESERVE/CAPITAL ACCT		361,300.10
Ambulance Replacement Savings		111,180.35
Accounts Receivable Ambulance		256,530.64
Reserve for Doubtful Accts.		1,396.60
Prepaid insurance		17,502.40
Building improvements		700.00
		<hr/>
Total Current Assets		964,642.80
Property and Equipment		
Ambulance and Equipment		139,565.58
Accum depreciation - Equipment		292,311.51
Furniture and fixtures		16,563.64
Building and Improvements		341,154.96
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>1,250,230.80</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Notes Payable - Short Term	\$	(131,475.34)
Accrued retirement benefits		1,289.00
Accrued AFLAC		834.01
		<hr/>
Total Current Liabilities		(129,352.33)
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		(129,352.33)
Capital		
Fund Balance		496,206.72
Prior Year(s) Profit (Loss)		1,058,158.80
Net Income		(174,782.39)
		<hr/>
Total Capital		1,379,583.13
		<hr/>
Total Liabilities & Capital	\$	<u>1,250,230.80</u>

Unaudited - For Management Purposes Only



CLOVERDALE AMBULANCE  
Income Statement  
Compared with Budget  
For the Seven Months Ending January 31, 2024

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
<b>Revenues</b>					
Ambulance Service	\$ 66,073.47	\$ 77,000.00	\$ 553,015.43	\$ 539,000.00	14,015.43
Property Tax (13)	0.00	0.00	30,823.84	24,000.00	6,823.84
Special Assessment	0.00	0.00	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	46,000.00	(353.26)
<b>Total Revenues</b>	<b>66,073.47</b>	<b>77,000.00</b>	<b>724,120.09</b>	<b>699,000.00</b>	<b>25,120.09</b>
<b>Cost of Sales</b>					
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00
<b>Gross Profit</b>	<b>66,073.47</b>	<b>77,000.00</b>	<b>724,120.09</b>	<b>699,000.00</b>	<b>25,120.09</b>
<b>Expenses</b>					
Salaries & Wages	44,789.96	46,916.67	322,681.09	328,416.69	(5,735.60)
Health benefits employer	5,935.12	9,416.67	39,447.64	65,916.69	(26,469.05)
Fuel Expense	2,075.02	2,500.00	15,604.53	17,500.00	(1,895.47)
Work Comp ACHD	2,112.25	2,112.50	17,641.75	14,787.50	2,854.25
Payroll Exp UTI/ETT	620.90	175.00	1,063.36	1,225.00	(161.64)
Amb Repair Maintenance	696.96	1,666.67	25,697.63	20,166.69	5,530.94
Supplies Patient	2,126.05	3,000.00	33,592.12	36,000.00	(2,407.88)
Employee Benefits Volunteers	0.00	833.33	1,083.53	5,833.31	(4,749.78)
Outside Services	6,561.71	4,916.67	20,817.34	21,250.00	(432.66)
Medical Director	500.00	500.00	3,500.00	3,500.00	0.00
Patient Refunds	0.00	375.00	2,625.00	2,625.00	0.00
employer soc. sec.	3,388.19	2,416.67	20,286.92	16,916.69	3,370.23
Employer Medicare	641.72	566.67	4,593.95	3,966.69	627.26
Bank service charges	80.00	0.00	190.00	150.00	40.00
Dues & Subscriptions	0.00	0.00	100.00	100.00	0.00
Capital Equipment	0.00	0.00	28,634.26	28,635.00	(0.74)
Utilities	656.95	541.67	3,866.79	3,791.69	75.10
Insurance - General	1,583.30	1,781.25	11,083.10	12,468.75	(1,385.65)
Accounting	0.00	583.33	7,475.00	4,083.31	3,391.69
Miscellaneous expense	0.00	291.67	(2,445.00)	2,041.69	(4,486.69)

CLOVERDALE AMBULANCE  
Income Statement  
Compared with Budget  
For the Seven Months Ending January 31, 2024

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Office expense	2,452.37	2,666.67	19,531.16	20,500.00	(968.84)
Office Building Repair	0.00	1,250.00	29,858.24	29,750.00	108.24
Payroll Tax FUTA	232.85	66.67	398.80	466.69	(67.89)
Telephone	0.00	283.33	423.46	1,983.31	(1,559.85)
Volunteer Appr. Mtng.	0.00	208.33	912.00	1,458.31	(546.31)
PP-GEMT Assessments	24,750.98	24,750.98	95,710.87	95,710.87	0.00
Total Expenses	99,204.33	107,819.75	704,373.54	739,243.88	(34,870.34)
Net Income	(\$ 33,130.86)	(\$ 30,819.75)	19,746.55	40,243.88)	59,990.43

**STAFF REPORT**  
**February 2024**

Manager Report—

Operations- There are no current operational issues. The ambulances and equipment are doing well. We still have one of our full time EMT's out until at least April 15<sup>th</sup>. We have hired one more part time Paramedic that started this Feb 1<sup>st</sup>. He is a rehire that left and has now returned.

I am working with other ALS providers on a move up plan to improve North County Ambulance coverage. I am trying to find a grant writer to assist with a grant that we would like to apply for. It has been challenging to find a skilled writer with the short time we have to apply.

QRV Program is going strong. During the storms it was staffed and responded to calls as the sole first responding unit with an ambulance. This allowed for the fire agencies to focus on all of the hazardous conditions created by the storm.

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 Run Data Report

## Runs by City

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
City of Cloverdale	76	90.48%
Cloverdale	4	4.76%
Geyserville	2	2.38%
Healdsburg	2	2.38%
<b>Total: 84</b>		<b>Total: 100.00%</b>

## Runs by County

Scene Incident County Name (eScene.21)	Number of Runs	Percent of Total Runs
Sonoma	84	100.00%
<b>Total: 84</b>		<b>Total: 100.00%</b>

## Runs by Day of Week

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	12	14.29%
Monday	8	9.52%
Tuesday	16	19.05%
Wednesday	14	16.67%
Thursday	11	13.10%
Friday	12	14.29%
Saturday	11	13.10%
<b>Total: 84</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	14	16.67%
Sick Person	12	14.29%
Breathing Problem	9	10.71%
Unknown Problem/Person Down	9	10.71%
Chest Pain (Non-Traumatic)	6	7.14%
Unconscious/Fainting/Near-Fainting	6	7.14%
Abdominal Pain/Problems	5	5.95%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	5	5.95%
Back Pain (Non-Traumatic)	3	3.57%
Convulsions/Seizure	3	3.57%
Assault	2	2.38%
Cardiac Arrest/Death	2	2.38%
Headache	1	1.19%
Heart Problems/AICD	1	1.19%
MED-F (Medical Facility)	1	1.19%
Medical Alarm	1	1.19%
Overdose/Poisoning/Ingestion	1	1.19%
Stroke/CVA	1	1.19%
Traffic/Transportation Incident	1	1.19%
Well Person Check	1	1.19%
<b>Total: 84</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)	13	15.48%
Abdominal Pain / Problems (R10.84)	6	7.14%
Altered Level of Consciousness (R41.82)	6	7.14%
Traumatic Injury (T14.90)	6	7.14%
Behavioral / Psychiatric - Disorder/Issue (F99)	5	5.95%
Chest Pain - Suspected Cardiac (I20.9)	5	5.95%

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Syncope/Near Syncope (R55)	5	5.95%
Weakness (General) (R53.1)	5	5.95%
Nausea / Vomiting (R11.2)	4	4.76%
Respiratory Distress - Unspecified (J80)	4	4.76%
Alcohol Intoxication (F10.92)	3	3.57%
No Apparent Illness/Injury (Adult) (Z00.00)	3	3.57%
Respiratory Distress - Bronchospasm (J98.01)	3	3.57%
Cardiac Arrest (I46.9)	2	2.38%
Chest Pain - Non-cardiac (R07.89)	2	2.38%
Sepsis (A41.9)	2	2.38%
	1	1.19%
COVID-19 Pt had contact with positive tested patient (Z20.828)	1	1.19%
Diabetic - Hyperglycemia (E13.65)	1	1.19%
Dizziness / Vertigo (R42)	1	1.19%
Epistaxis (Non-Traumatic) (R04.0)	1	1.19%
Genitourinary System Issue (Urinary) (N39.9)	1	1.19%
Headache (R51)	1	1.19%
Respiratory Distress - Pulmonary Edema / CHF (J81.0)	1	1.19%
Seizure - Post (G40.909)	1	1.19%
Stroke/CVA (I63.9)	1	1.19%
	1	1.19%
	<b>Total: 84</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)	55	28.95%
Cardiac Monitor - 12 Lead ECG Obtained (268400002)	40	21.05%
Venous Access - IV (392230005)	38	20.00%
Blood Glucose Measurement (302789003)	21	11.05%
	19	10.00%
Oxygen Administration - Nasal Cannula (371907003)	4	2.11%
Cardiac Monitor - ECG Monitoring (428803005)	3	1.58%
Spinal Motion Restriction - Full (426498007)	2	1.05%
Venous Access - Saline Lock (425074000)	2	1.05%
Airway - i-gel SGA Device (424979004)	1	0.53%
Oxygen Administration - BVM via Mask (425447009)	1	0.53%
Restraint Applied - Physical (386423001)	1	0.53%
Spinal Motion Restriction - Assessment/Reassessment (itSNOMED.007)	1	0.53%
Spinal Motion Restriction - Cervical Collar Applied (49689007)	1	0.53%
Venous Access - IO (Intraosseous) (430824005)	1	0.53%
	<b>Total: 190</b>	<b>Total: 100.00%</b>

#### Medications Administered

Medication Given Description And RXCUI Code (eMedications.03)	Number of Times Medication Administered	Percent of Total
Ondansetron (26225)	51	39.84%
Fentanyl (4337)	13	10.16%
Nitroglycerin (4917)	11	8.59%
Normal saline (125464)	11	8.59%
Oxygen (7806)	9	7.03%
Albuterol (435)	9	7.03%
Aspirin (1191)	6	4.69%
Atrovent (151390)	5	3.91%
Epinephrine 1:10,000 (0.1 mg/mL) (317361)	4	3.13%
Midazolam (6960)	3	2.34%
Amiodarone (703)	2	1.56%
	1	0.78%



Medication Given Description And RXCUI Code (eMedications.03)	Number of Times Medication Administered	Percent of Total
Atropine (1223)	1	0.78%
Dextrose 10% (D10) (237648)	1	0.78%
Naloxone (7242)	1	0.78%
	<b>Total: 128</b>	<b>Total: 100.00%</b>

#### 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	24.21	3	39	0.00	0	0	84

#### 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
	15	17.86%
5 to <10	7	8.33%
10 to <15	21	25.00%
15 to <20	21	25.00%
20 to <25	16	19.05%
25 to <30	1	1.19%
30 to <35	2	2.38%
45 to <50	1	1.19%
	<b>Total: 84</b>	<b>Total: 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
	1	1.19%
0 to <5	68	80.95%
5 to <10	11	13.10%
10 to 15	2	2.38%
> 15	2	2.38%
	<b>Total: 84</b>	<b>Total: 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
	16	19.05%
10 to 15	2	2.38%
> 15	66	78.57%
	<b>Total: 84</b>	<b>Total: 100.00%</b>

#### Transport Mode from Scene

Disposition Transport Mode From Scene (eDisposition.17)	Number of Runs	Percent of Total Runs
Code 2	62	73.81%
	16	19.05%
Code 3	6	7.14%
	<b>Total: 84</b>	<b>Total: 100.00%</b>

#### Response Delay

Response Type Of Response Delay List (eResponse.09)	Number of Runs	Percent of Total Runs
"None/No Delay"	84	100.00%
	<b>Total: 84</b>	<b>Total: 100.00%</b>

#### Runs by Patient Race

Patient Race List (ePatient.14)	Number of Runs	Percent of Total Runs
White	62	73.81%
Hispanic or Latino	12	14.29%
Black or African American	4	4.76%
Other Race	3	3.57%
	1	1.19%

Patient Race List (ePatient.14)	Number of Runs	Percent of Total Runs
Hispanic or Latino, White	1	1.19%
White, Hispanic or Latino	1	1.19%
Total: 84		Total: 100.00%

#### Runs by Patient Age Range in Years

Patient Age Range In Years	Number of Runs	Percent of Total Runs
	1	1.19%
1 - 9	3	3.57%
10 - 19	3	3.57%
30 - 39	5	5.95%
40 - 49	5	5.95%
50 - 59	6	7.14%
60 - 69	16	19.05%
70 - 79	19	22.62%
80 - 89	18	21.43%
90 - 99	8	9.52%
Total: 84		Total: 100.00%

#### Runs by Destination Name

Disposition Destination Name Delivered Transferred To (eDisposition.01)	Disposition Destination Code Delivered Transferred To (eDisposition.02)	Number of Runs	Percent of Total Runs
Healdsburg District Hospital	20157	16	19.05%
Kaiser Permanente - Santa Rosa	20203	26	30.95%
Santa Rosa Memorial Hospital, Montgomery	20402	12	14.29%
Sutter Santa Rosa Regional Hospital	20478	9	10.71%
		21	25.00%
		Total: 84	Total: 100.00%