



# CAMBRIA COMMUNITY HEALTHCARE DISTRICT REGULAR BOARD MEETING MARCH 26, 2024 – 9:00 AM

The regular meeting of the Cambria Community Healthcare District will be held at Old Cambria Grammar School, 1350 Main Street Cambria, California.

## Join Zoom Meeting

<https://us02web.zoom.us/j/88413422045>

Meeting ID: 884 1342 2045 Passcode: 606736

+16694449171,,83472787498# US

+16699006833,,83472787498# US (San Jose)

## AGENDA

### **A. OPENING**

1. Call to order
2. Pledge of Allegiance
3. Motion to allow the board to conduct the board meeting within the AB2449 guidelines.
4. Establishment of a quorum

### **B. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

1. Members of the public wishing to address the Board on matters other than scheduled items may do so when recognized by the President of the Board of Directors Cecilia Montalvo. Presentations are limited to a maximum of three minutes per person.

### **C. CONSENT AGENDA**

1. Approve Minutes from February 27, 2024, Regular Board Meeting.

### **D. REPORTS**

1. Operations Report: Interim Supervisors Paul Hoover, Michael Bryant and Tim Nurge
2. Administrative/Financial Review: Linda Hendy
3. Committee Reports:
  - a. President's Report: Cecilia Montalvo
  - b. Property & Facilities / Facility Project Ad-Hoc: Bruce Mumper
  - c. Healthcare Advocacy & Outreach: Dawn Kulesa
  - d. Finance: Iggy Fedoroff
  - e. Development Committee: Laurie Mileur

## **E. REGULAR BUSINESS**

1. Proposed New Ambulance Facility and General Obligation Bond
2. Community Health Message – Stoke warning signs.
3. Performance Review of Management Structure
4. Facility Repair – Flooring replacement.

## **F. DECLARATION OF FUTURE AGENDA ITEMS**

## **G. ADJOURNMENT**

The next regular meeting of the Board of Directors of the Cambria Community Healthcare District will be held on April 23, 2024, at 9:00 A.M. at the Old Cambria Grammar School, 1350 Main Street Cambria, California.

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Copies of the monthly agenda, staff reports and written materials provided to the Board of Directors for Open Session agenda items may be obtained online at [www.cambria-healthcare.org](http://www.cambria-healthcare.org), and are also available at the District office located at 2511 Main Street, Cambria, during regular business hours. Closed-session items are not available for public review. Any changes or additions to the agenda will be posted at the District office and on the District website.

Note: While board members may not engage in dialog with the public during the board meeting, individual members may choose to incorporate an answer to a question posed by the public during their discussion of an agenda item.



## CAMBRIA COMMUNITY HEALTHCARE DISTRICT

FEBRUARY 27, 2024

### REGULAR BOARD MEETING MINUTES

#### **A) OPENING:**

- 1) The meeting was called to order at 9:00 am
- 2) President Montalvo led the Pledge of Allegiance.
- 3) Motion to allow the board to conduct meetings within the AB2449 guidelines. Director Mumper motioned to approve, Director Mileur seconded, Board approved 5/0.
- 4) Board of Directors members Cecilia Montalvo, Laurie Mileur, Bruce Mumper, and Iggy Fedoroff were present. Director Dawn Kulesa was present via Zoom. Also, present were Administrator Linda Hendy, Interim Supervisor Michael Bryant, and Office Manager Simone Rathbun.

#### **B) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Two members of the public were present. There was no public comment.

#### **C) CONSENT AGENDA**

The Minutes from the January 23, 2024 Regular Board Meeting were submitted for review and approval. Director Mileur motioned to approve the Minutes as presented, Director Mumper seconded, Board approved 5/0.

#### **D) CLOSED SESSION**

1. The meeting adjourned to Closed Session at 9:05 AM.
2. The meeting adjourned from Closed Session at 9:37 AM.
3. No reportable action from the Closed Session.

#### **E) REPORTS**

1. Operations Report: Interim Supervisor Bryant presented the monthly report. Ambulance transport activities were discussed for January, including three response time delays due to weather and staging. All expired supplies and medications have been disposed of and the units and supply room are all fully stocked. There was one Monterey County response in January. Interim Supervisor Nurge conducted a testing day in February for potential reserve paramedics and EMTs to assist with any future shift vacancies. Interim Supervisor Nurge submitted an article to the CambriaCA publication regarding Heart Health, which has been very well received by the community. District crew members attended the Cambria Chamber of Commerce mixer, along with Director Mileur and former Director Diane Kubat. Director Mileur stated that the crews did an amazing job at the mixer and the Estero Bay News will be publishing a future article and photo featuring CCHD crew members.
2. Administrative/Financial Review: The monthly financials for January were reported. Monthly income and expenses were discussed, along with identified variances of actual vs budget. Administrator Hendy completed the required closing financial reports for the 2022-2023 annual audit, and will now begin completing the Management Discussion and Analysis (MD&A). The annual required Financial Transaction Report has been completed by Administrator Hendy and submitted to the State Controller.
3. Committee Reports:
  - a. President's Report – President Montalvo noted that the Directors are responsible for long-term planning for the District including the state of the ambulance facility and fiscal health of the District. President Montalvo discussed the Cambria Community Service District's recent Strategic Planning Report in which they mentioned the option of

acquiring the Healthcare District and providing ambulance services. President Montalvo noted there were no discussions with CCSD to be included in the strategic planning and added that the Services District has no authority to take over another public agency.

- b. Property & Facilities/Facility Project Ad-Hoc: Director Mumper reported on the completion of a second crew shower and the replacement of the main electrical panel. He is in the process of securing three bids to replace the flooring in the crew quarters. Supervisor Hoover is in the process of installing temporary heating units for medications stored in each ambulance.
- c. Healthcare Advocacy & Outreach: Director Kulesa stated that she is continuing to receive positive feedback from the community regarding the CCHD Resource Guide and she will be continuing to distribute the guides throughout Cambria. She added that Interim Supervisor Nurge's article on Heart Health was very well-written and well-received by the community. The committee will be addressing stroke prevention in February. Interim Supervisor Bryant was assigned the task of creating a list showing where all the AEDs are located throughout the Community so that all of the batteries can be checked and replaced if necessary.
- d. Finance: Director Fedoroff reported that the committee met and went over the Mid-Year Budget rView. He added that the three Interim Supervisors handling operations are working well and that the District is in good financial condition.
- e. Development Committee: Director Mileur stated there is a proposed request for approval of the 2024 Assistance to Firefighters Grant included as an agenda item. Director Mileur stated she has contacted Jon Isom, Bond Advisor, and hopes to have him attend next month's Board meeting.

#### **F) REGULAR BUSINESS**

1. Assistance to Firefighters Grant funding request – Director Mileur and the Development Committee are seeking Board approval to submit an application for the AFG 2024 Grant Funding for the purchase of a Crestline Type III ambulance, of which the District would be obligated to fund 5% (approximately \$32,220). Director Mileur motioned to approve the submission of this Grant, Director Fedoroff seconded, Board approved 5/0.
2. Administrator Hendy presented the Mid-Year Budget Review. 2023-2024 projected income and expenses versus budget were discussed, with current projections indicating a favorable net income at year-end. Director Fedoroff added that this would be, if the organization is able and if the Board approves, the first time since being a Board member that the District would be able to make a contribution of reserve funds into the LAIF (Local Agency Investment Fund) account at the end of the year. As a follow-up to the ambulance revenues presented, President Montalvo requested an analysis of ambulance revenue by payer class, to be included in the following month's Administrative report.
3. State of California CalOES Designation of Agent – Administrator Hendy presented for Board approval a Resolution designating the Cambria Community Healthcare District Administrator as the District Agent for the California Office of Emergency Services (CalOES). Director Mumper motioned to approve the Resolution, Director Fedoroff seconded, the Board approved 5/0.

#### **G) DECLARATION OF FUTURE AGENDA ITEMS**

- a. Jon Isom, Bond Advisor – Discuss steps needed for the 2024 Bond election.
- b. 2023-2024 Audit Presentation
- c. Section 218

The meeting was adjourned at 10:45 AM.

#### **H) ADJOURNMENT**



## OPERATIONS REPORT

### Board of Directors Meeting

### March 26, 2024

**Staff Report: Interim Operation Supervisors Michael Bryant, Tim Nurge, and Paul Hoover**  
Operations report for February 2024.

### Supervisor Bryant:

#### Transport Activity Report:

- Compared to February 2023, there was a decrease of 93 incidents and an increase of 1 transport.
  - This decrease in incidents is attributed to San Luis Ambulance adding Medic-94, reducing "move up and cover" requests into their service area.

#### Response Times and Delays:

- 95.7% of calls in February 2024 were responded to within 10 minutes.
- Two calls exceeded the required 10-minute response time:
  - Both calls were delayed by 2 minutes, attributed to the distance (Lodge Hill West).

#### Equipment/ Medications:

- Expired supplies and medications have been replaced.
- Supply room and ambulances are fully stocked.
- A new IV Fluid Warmer has been ordered for Unit 22. Once received, all 4 units will be equipped.
- Supervisor Bryant completed the BoundTree license renewal process, including obtaining the EMS Medical Director's signature for final approval.

#### San Luis Ambulance (SLA) Transports/Coverage:

- SLA responded to 0 (Code 3) and 0 (Code 2) calls within the CCHD service area.
- SLA was dispatched to "move up and cover" Cambria 9 times (Code 8) and 0 times (Code 11), totaling **13 hours and 25 minutes of coverage**.
- CCHD crews responded to 5 (Code 3) and 1 (Code 2) calls within the SLA service area.
- CCHD was dispatched to "move up and cover" the SLA service area 25 times (Code 8) and 0 times (Code 11), totaling **9 hours and 35 minutes of coverage**.
  - ❖ Code 3 Call - Emergency call that requires the use of lights and sirens to respond
  - ❖ Code 2 Call - Emergency call that does not require the use of lights and sirens to respond
  - ❖ Code 8 Call - Ambulance is staged (parked) between 2 response areas

### **Monterey County Calls:**

- CCHD responded to 1 call in Monterey County (February 2024), this represents no change compared to February 2023.
- CCHD remains the only ALS agency covering the southern coastal area of Monterey County.
- District staff are actively monitoring Caltrans updates regarding the Highway 1 closure, which is currently projected to reopen in late spring 2024.

### **SLO County Emergency Medical Services Authority (EMSA):**

- Supervisor Bryant attended the Image Trend Working Group meeting on March 7th. The EMSA and SLO county agencies discussed system improvements, workflow optimization, data management, NEMSIS compliance, and system maintenance. The EMSA emphasized the need for an ongoing working group to address Image Trend's needs in light of current EMSA vacancies.

### **Supervisor Nurge:**

#### **Employees and Staffing:**

- **Staffing** – No staffing issues to report.
- **Recruitment-** In February, the District completed a testing and interview process for candidates to be hired as Reserve EMTs. Two of the candidates successfully passed and will be included on the District reserve list to assist with filling potential vacancies.
- **Training:**
  - On March 25<sup>th</sup> the District will begin participating in the monthly AVT training with Cambria Fire at Station 81.
  - Supervisor Bryant has assumed the second role of Paramedic Skills Trainer with the authority to sign off on required skills training for District EMS employees.
  - The District purchased needed equipment supplies such as Needle Thoracostomy, Cricothyrotomy, and Pediatric IO for upcoming EMS employee training.

### **Supervisor Hoover:**

#### **Ambulance Unit Performance/Maintenance:**

- To maintain backup ambulance units in a “ready state” each month the backup units will be assigned to Medic 11 or Medic 12 as a first-out ambulance until the unit has provided one transport to a local hospital, this will ensure all units have been driven and are functioning at full capacity.

**Equipment/ Medications:**

- Space heaters were installed in each ambulance to maintain a temperature-controlled environment for stocked medications, during the cold weather months.

**Facility/Station Repairs:**

- District EMS employees were successful in accomplishing minor repairs to the facility.
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**Community Outreach:**

- March is stroke awareness month. Director Kulesa wrote a great article on Stroke prevention and awareness.
- Supervisor Bryant located the AED locations list and will begin contacting the identified sites to offer equipment inspections.
- The District is partnering with Cambria Fire to improve Community outreach, each has a goal to reinstate teaching Hands-Only CPR and First Aid Skills to members of our community.

**DISTRICT ACTIVITY REPORT PAGE 1**

02/01/2024 through 02/29/2024

<b>Incident Totals</b>				<b>Transport Totals</b>			
	<b>2024</b>	<b>2023</b>	<b>Change</b>		<b>2024</b>	<b>2023</b>	<b>Change</b>
Dry Runs - w/Treatment	6	18	<b>-12</b>	Local Patients	36	37	<b>-1</b>
Dry Runs - CX Enroute	12	20	<b>-8</b>	Non-Local Patients	9	7	<b>2</b>
Total Dry Runs	18	38	<b>-20</b>	Total Patients	45	44	<b>1</b>
Stand-bys	25	97	<b>-72</b>	Medical Transports	41	41	<b>0</b>
Public Assists/Relations	1	1	<b>0</b>	Trauma Transports	4	3	<b>1</b>
Walk-in Public Relations	0	2	<b>-2</b>	Traffic Accidents	0	0	<b>0</b>
Total Incidents	89	182	<b>-93</b>	Total Transports	45	44	<b>1</b>

**Hospital Destinations**

	<b>2024</b>	<b>2023</b>	<b>Change</b>
French	16	15	<b>1</b>
Sierra Vista	25	28	<b>-3</b>
Twin Cities	4	1	<b>3</b>
Rendezvous w/Heli	0	0	<b>0</b>
Facility Not-Listed	0	0	<b>0</b>
Trauma Center (Sierra Vista)	4	3	<b>1</b>
STEMI Center (French)	0	0	<b>0</b>

**Monterey County Responses**

	<b>2024</b>	<b>2023</b>	<b>Change</b>
Medical Transports	0	1	<b>-1</b>
Trauma Transports	0	0	<b>0</b>
Dry Runs	1	0	<b>1</b>
Stand-bys	0	0	<b>0</b>
Total Incidents	1	1	<b>0</b>

**Year-to-Date Comparison  
Ambulance Response Statistics  
From January 2024 to February 29 2024**

	<b>2024</b>	<b>2023</b>	<b>Change</b>
Total Responses	186	382	<b>-196</b>
Patients Transported	87	102	<b>-15</b>
Total Dry Runs	39	84	<b>-45</b>
Dry Runs - w/Treatment	14	39	<b>-25</b>
Dry Runs - CX Enroute	25	45	<b>-20</b>
Stand-bys	56	191	<b>-135</b>
Total Monterey County Incidents	2	1	<b>1</b>



**DISTRICT ACTIVITY REPORT PAGE 2**  
**02/01/2024 through 02/29/2024**

**San Luis Ambulance Activity**

Code 8	=	9	
Code 11	=	0	
Code 2 calls	=	0	} (calls into CCHD response area)
Code 3 calls	=	0	
<b>Total time SLAS covered CCHD area =</b>			13 hrs 25 mins

**Cambria Community Healthcare District Activity**

<b>Total time CCHD committed to other incidents (Month) =</b>			78 hrs 36 mins
Code 8	=	25	
Code 11	=	0	
Code 2 calls	=	1	} (calls into SLAS response area)
Code 3 calls	=	5	
<b>Total time CCHD covered SLAS area =</b>			9 hrs 35 mins

**Definitions:**

**Code 8 :** Cover two areas

Example: -Code 8 Villa Creek means covering Morro Bay response area and Cambria response area

-Code 8 Hwy 46 Summit means covering Cambria response area and covering North County response area (i.e. Paso Robles, Templeton, Atascadero and outlying areas)

**Code 11 :** Covering one area

Example: -Code 11 Morro Bay means we are now only covering the Morro Bay response area (i.e. Cayucos, Morro Bay, Los Osos)

**Code 2 :** Non-Emergency Call

**Code 3 :** Emergency Call

**Time-On-Task :** TOT Refers to the amount of time committed to a call or task, more specifically, this is the amount of time a unit is unavailable to respond to a call in the District's response area only. Units may still be available for calls outside the District's response area during TOT periods depending on SLO County needs for mutual aid.



**Administrator/Finance Report  
Board of Directors Meeting  
March 26, 2024**

**Staff Report: Linda Hendy, Administrator/Finance**

**Finance:**

Reporting financial performance for February and the year-to-date fiscal year 2023/2024.

**Income Statement:**

**February 2024 Monthly/Year-To-Date vs Budget**

○ **Income:**

- February net ambulance billing of \$69,183 was unfavorable to budget in the amount of \$5,909.
  - Ambulance transport activity was 45 vs 60 budgeted.

The District received general and special taxes in the amount of \$53,351. Year-to-date tax receipts are unfavorable to the budget in the amount of \$67,592. The District anticipates tax revenues will be received through June to meet budgeted amounts.

- Other Income: One transport was provided to Monterey County in February, unfavorable to budget in the amount of \$2,000.

○ **Expense:**

Total expenses in February were \$2,421 unfavorable to budget.

- Payroll Expenses: In February payroll expenses were favorable to budget in the amount of \$7,061. The District utilized part-time Reserve employees during February to cover vacant shifts, resulting in a decrease in full-time payroll expenses and an increase in part-time expenses.
- Operating Expenses: February operating expenses were unfavorable to budget in the amount of \$14,015. Expense line-item Facility Maintenance included the new crew shower expense and facility electrical panel installation, both items are accounted for in the year-to-date budget. The District received a credit refund of \$3,495.57 for SDRMA liability insurance due to a recent audit of equipment and assets covered on the current policy.
- Fleet Expenses: February expenses were favorable to budget in the amount of \$3,834. Expense line-item fuel is contributing to the favorable variance, with a decrease in transports in January and year-to-date fuel supply costs have decreased. Medical Supplies year-to-date are in line with budget.
- Other Expenses: February expenses were favorable to budget in the amount of \$699. The District participates in the PP-GEMT program with a current cost-shared expense unfavorable to budget, year-to-date in the amount of \$24,010.

- **Net Income:** The February financials reflect a favorable net income vs budget for the month in the amount of \$44,155 and a favorable year-to-date net income versus budget in the amount of \$81,617.

**OTHER BUSINESS:**

- **Grants:** Submitted FEMA 2024 Assistance to Firefighter Grant application (vehicle acquisition) for a new Ambulance.
- **Audit 2022-2023:** Audit presentation moved to April.
- **Ten-Year Analysis:** Finance Committee to combine analysis with 2024-2025 budget preparations, May.
- **Delayed Claim Processing:** On February 21, 2024, United Healthcare (UHC) was a victim of a cyberattack, UHC owns and operates Change Healthcare, a clearinghouse used by multiple billing software companies including MP Cloud Technologies the software the District utilizes for all Medicare billing. The District can bill claims to any insurance companies that accept paper claims, however, Medicare does not accept paper claims.

The District has continued to receive ACH reimbursements for previous claims and has a current hold on submitting new Medicare claims until a new clearinghouse is established. Office Manager, Rathbun is receiving regular email updates and has attended informational Zoom meetings with MP Cloud Technologies. The District estimates 15-30 delayed Medicare claims, (\$15,975-\$31,950) through March. Medicare claims represent 35.6% of the District ambulance revenues.

- **Ambulance Revenue Analysis:** The below analysis identifies the year, payer, number of transports, allowable billing charge, adjustment by insurance, net payment, and a percentage of what was received versus allowable billing charge.

	By Payer	Transports	Net Charge	Adjustment	Net Payment	% received
2022	Medicare	369	1,682,070.74	1,416,698.13	265,372.61	17.12%
2023	Medicare	383	1,927,932.50	1,613,736.59	313,626.85	17.74%
2022	CenCal - Medi-Cal	84	443,089.37	376,503.52	66,585.85	15.02%
2023	CenCal - Medi-Cal	88	454,198.03	376,314.41	72,178.62	18.75%
2022	Insurance	294	1,225,765.30	734,476.42	491,896.88	50.12%
2023	Insurance	227	1,148,440.05	625,789.90	453,396.24	58.91%
2022	Self-Pay	85	147,853.36	144,653.36	3,200.00	2.16%
2023	Self-Pay	51	85,352.50	64,472.66	2,810.00	3.29%
2022	Monterey	35	52,500.00	0	52,500.00	100%
2023	Monterey	19	37,000.00	0	37,000.00	100%

**Cambria Community Healthcare District**  
**Summary of Revenues and Expenses**  
**FEBRUARY 2023, and Year-To-Date JULY-FEB 2023/2024**

	February Actual	February Budget	Variance	July - February YTD Actual	July - February YTD Budget	Variance
<b><u>Ambulance Revenue</u></b>						
Ambulance Billings	268,675	294,371	(25,696)	2,430,883	2,635,128	(204,245)
Prior Year Income	-	-	-	-	-	-
Total Ambulance Income	268,675	294,371	(25,696)	2,430,883	2,635,128	(204,245)
Insurance Adjustments/Contra	(199,491)	(219,278)	19,787	(1,804,931)	(1,974,846)	169,916
Sent to Collections	-	-	-	(5,683)	(36,000)	30,318
Bad Debt	-	-	-	(5,950)	(14,000)	8,050
Ambulance Income	69,183	75,093	(5,909)	614,320	610,282	4,038
<b><u>Tax Income</u></b>						
General Tax	24,553	-	24,553	412,796	423,000	(10,204)
Special Assessment Tax	28,799	-	28,799	417,772	475,160	(57,388)
Total Tax Income	53,351	-	53,351	830,568	898,160	(67,592)
<b><u>Other Income</u></b>						
Monterey Contract	2,000	3,000	(1,000)	34,000	30,000	4,000
Rental Income	-	-	-	600	600	-
Misc. Income	-	100	(100)	14,172	800	13,372
GEMT Reimbursement	-	-	-	2,802	40,000	(37,198)
Bad Debt Recovery	974	650	324	2,866	5,200	(2,334)
Grant Income	-	-	-	-	-	-
Interest Income	26	115	(89)	1,599	920	679
Donations	-	-	-	-	-	-
Donations -Amb. Procurement	-	-	-	-	-	-
Total Other Income	3,000	3,865	(865)	56,038	77,520	(21,482)
<b>Total Income</b>	<b>125,534</b>	<b>78,958</b>	<b>46,577</b>	<b>1,500,926</b>	<b>1,585,962</b>	<b>(85,036)</b>
<b><u>Payroll Expenses</u></b>						
Administration	15,209	23,882	8,673	155,502	191,055	35,553
Full Time Employees	61,479	65,135	3,656	432,380	521,083	88,702
Part Time Employees	19,532	11,393	(8,139)	159,938	91,143	(68,795)
Payroll Tax Expense	4,694	5,788	1,095	23,231	46,307	23,076
Employee Medical/Dental	19,904	18,000	(1,904)	129,862	132,000	2,138
PERS Pension Expense	7,296	10,833	3,537	44,549	86,667	42,117
PERS - Unfunded Liability	12,756	12,923	167	102,065	103,384	1,319
Uniforms	401	750	349	3,125	6,000	2,875
Workers Comp. Insurance	-	-	-	50,350	53,432	3,082
Retiree Health	8,673	8,300	(373)	64,298	62,200	(2,098)
Total Payroll Expense	149,944	157,005	7,061	1,165,300	1,293,270	127,971
<b><u>Operating Expenses</u></b>						
Contacted Services	-	-	-	-	-	-
Audit Fees	-	-	-	5,000	30,500	25,500
Billing Services	-	700	700	4,233	5,600	1,367
Other	-	450	450	3,300	12,700	9,400
Payroll Services	405	600	195	3,864	5,000	1,136
Total Contracted Services	405	1,750	1,345	16,397	53,800	37,403
Dues and Subscriptions	200	200	-	10,598	18,700	8,102
Education/Travel/Mileage	222	350	128	1,593	2,600	1,007
Facility Maintenance	20,154	1,000	(19,154)	40,204	46,000	5,796
Legal	325	1,000	675	12,686	8,000	(4,686)
Liability Insurance	(3,496)	-	3,496	44,334	46,839	2,505
License/Permits	25	500	475	9,263	4,000	(5,263)
Office and Computer Supplies	1,647	1,260	(387)	12,198	10,080	(2,118)
Storage	-	-	-	720	720	-
Training	11	250	239	381	2,000	1,619
Utilities	3,031	2,200	(831)	21,017	16,600	(4,417)
Total Operating Expenses	22,525	8,510	(14,015)	169,392	209,339	39,947

**Cambria Community Healthcare District**  
**Summary of Revenues and Expenses**  
**FEBRUARY 2023, and Year-To-Date JULY-FEB 2023/2024**

	February Actual	February Budget	Variance	July - February YTD Actual	July - February YTD Budget	Variance
<b>Fleet Expenses:</b>						
Communication Equipment	-	-	-	1,089	1,000	(89)
Fuel	1,942	3,500	1,558	19,826	28,000	8,174
Unit - 18	1,066	500	(566)	6,131	4,000	(2,131)
Unit - 20	-	350	350	218	2,800	2,582
Unit - 21	-	-	-	2,909	2,000	(909)
Unit - 22	3,831	3,686	(145)	14,266	25,805	11,539
Interest Expense	126	295	169	503	1,064	561
Medical Supplies/Equipment	2,532	5,000	2,468	37,927	40,000	2,073
<b>Total Fleet Expenses</b>	<b>9,497</b>	<b>13,331</b>	<b>3,834</b>	<b>82,868</b>	<b>104,668</b>	<b>21,800</b>
<b>Total Operating Expenses</b>	<b>32,022</b>	<b>21,841</b>	<b>(10,181)</b>	<b>252,260</b>	<b>314,007</b>	<b>61,747</b>
<b>Other Expenses</b>						
Bank and Credit Card Charges	416	300	(116)	2,336	2,300	(36)
Bond Expense	-	-	-	19,583	31,600	12,017
Contingency/Outreach/Public Ed.	-	400	400	17,355	14,900	(2,455)
Equipment	-	-	-	-	-	-
Miscellaneous	-	300	300	921	2,400	1,479
QAF Fee	-	-	-	32,010	8,000	(24,010)
Sales Tax	-	115	115	750	920	170
<b>Total Other Expenses</b>	<b>416</b>	<b>1,115</b>	<b>699</b>	<b>72,955</b>	<b>60,120</b>	<b>(12,835)</b>
<b>Total Expenses</b>	<b>182,382</b>	<b>179,961</b>	<b>(2,421)</b>	<b>1,490,516</b>	<b>1,667,397</b>	<b>176,882</b>
<b>Net Operating Income</b>	<b>(56,848)</b>	<b>(101,003)</b>	<b>44,155</b>	<b>10,411</b>	<b>(81,435)</b>	<b>91,846</b>
<b>Other Income/Expense</b>						
Grant /Equipment Procurement	-	-	-	45,572	55,800	(10,228)
Covid Relief	-	-	-	-	-	-
<b>Total Other Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,572</b>	<b>55,800</b>	<b>(10,228)</b>
<b>Net Income</b>	<b>(56,848)</b>	<b>(101,003)</b>	<b>44,155</b>	<b>55,982</b>	<b>(25,635)</b>	<b>81,617</b>

<b>Cambria Community Healthcare District</b> <b>Monthly Banking Financial Report</b>
---

FEBRUARY 2024

**Pacific Premier Bank Operating Account**

Beginning Balance	\$	226,085.30
Income		123,739.60
Tax Income		
Less Checking Expenses		(175,362.15)
Bank Fee(s)		(2.50)
Ending Balance		<u>\$ 174,460.25</u>

**Pacific Premier Bank Money Market Account Reserve Account**

Beginning Balance	\$	220,035.61
Transfer from Operating Account		26.15
Interest		-
Ending Balance		<u>\$ 220,061.76</u>

**Local Agency Investment Fund Account Operating Reserves**

Beginning Balance	\$	58,552.28
Transfer from Operating Account		-
Interest		-
Ending Balance		<u>\$ 58,552.28</u>

**ALL ACCOUNTS TOTAL**

\$ 453,074.29

**PPB Trust Account**

Beginning Balance	\$	65,234.89
Deposit		451.67
Less Checking Expense		(25.00)
Bank fee (paper statement)		(2.00)
Withdrawal payables(Qgiv)		(6.82)
Ending Balance		<u>\$ 65,652.74</u>

**Accounts Prior Year Total Comparison (Not including Trust Account)**

FEBRUARY	2024	\$	453,074.29
FEBRUARY	2023	\$	547,549.83
Difference		\$	<u>(94,475.54)</u>

# Cambria Community Healthcare District

## Transaction Detail by Account

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
11200 PP (5645) Operating					
02/01/2024	Bill Payment (Check)	3116	West America Bank	526 000 0303-32-0409 526-01261	-5,035.12
02/01/2024	Bill Payment (Check)	3113	Robert W Sayers	February 2024 invoices	-1,027.92
02/01/2024	Bill Payment (Check)	3115	Streamline	Invoice# 8A432981-0018	-200.00
02/01/2024	Bill Payment (Check)	3110	Antonio Mercado	December and January yard work	-350.00
02/01/2024	Bill Payment (Check)	3111	Coastal Copy	Acct# CC45 Inv# 1095452	-179.86
02/01/2024	Bill Payment (Check)	3112	Graybar Financial Services	Contract# 100-5910031-001	-163.24
02/01/2024	Bill Payment (Check)	3114	SEIU Local 620	Union dues, Check date 02/05/2024	-160.80
02/02/2024	Expense		Payroll People		-43,712.83
02/05/2024	Expense		California Public Employees Ret. System		-1,089.87
02/05/2024	Expense		California Public Employees Ret. System		-1,175.36
02/05/2024	Expense		California Public Employees Ret. System		-4,961.01
02/05/2024	Check	ACH	CalPERS Fiscal Services Division		-75.00
02/06/2024	Bill Payment (Check)	3118	Heidi Holmes-Nagy	Paul's January MC premium	-174.70
02/06/2024	Bill Payment (Check)	3120	MP Cloud Technologies	Invoice# 7116	-599.00
02/06/2024	Bill Payment (Check)	3121	Orkin	Acct# 2388 Inv# 429554	-92.00
02/06/2024	Bill Payment (Check)	3124	PG&E - ending 810-8	Acct# 5179258810-8	-49.38
02/06/2024	Bill Payment (Check)	3123	PG&E - ending 135-3	Acct# 4378486135-3	-11.53
02/06/2024	Bill Payment (Check)	3117	Cambria Hardware Center	Acct# 205	-115.43
02/06/2024	Bill Payment (Check)	3119	Mission Country Disposal	Acct# 4130-8101951	-210.83
02/06/2024	Bill Payment (Check)	3125	Zoll Medical Corp.	Invoice# 90096969	-2,091.08
02/06/2024	Bill Payment (Check)	3122	PG&E - #A ending 348-9	Acct# 9976402348-9	-1,627.22
02/07/2024	Bill Payment (Check)	3127	Kitzman Water (Culligan)	Acct# 190231	-65.00
02/07/2024	Bill Payment (Check)	3126	Pitney Bowes	Invoice# 1024711043	-269.35
02/07/2024	Bill Payment (Check)	3128	Ameritas Life Insurance Corp.	Policy# 58022	-845.44
02/07/2024	Bill Payment (Check)	3129	Hinson's Tire & Auto, Inc.	INV# 185927 & 186059	-1,210.82
02/08/2024	Expense		CalPERS Fiscal Services Division		-19,503.02
02/09/2024	Expense		WORLDPAY CC		-403.17
02/13/2024	Bill Payment (Check)	3130	Blue Cross of California	ACR Letter ID 15996570	-30.00
02/13/2024	Bill Payment (Check)	3134	Templeton Uniforms, LLC	Invoice# 5034	-131.27
02/13/2024	Bill Payment (Check)	3133	Ameritas Life Insurance Corp.	Policy# 58022	-222.72
02/13/2024	Bill Payment (Check)	3135	Life Assist	Invoice# 1404803	-769.39
02/13/2024	Bill Payment (Check)	3132	Moss, Levy & Hartzheim LLP	Invoice# I-2120	-5,000.00
02/13/2024	Bill Payment (Check)	3131	Airgas West	Invoice# 5505746250	-848.53
02/13/2024	Expense		EDIS	FSA Expense	-735.93
02/15/2024	Bill Payment (Check)	3138	SEIU Local 620	Union dues, Check date 02/20/2024	-174.60
02/15/2024	Bill Payment (Check)	3137	Adamski Moroski Madden Cumberland & Green	Invoice# 63861	-325.00
02/15/2024	Bill Payment (Check)	3136	Airgas West	Invoice# 9146711807	-71.02
02/15/2024	Expense		Deluxe Check Printer		-458.90
02/16/2024	Bill Payment (Check)	ACH	WEX Bank -	Invoice # 92521792	-1,942.38
02/20/2024	Expense		Payroll People		-46,607.97
02/21/2024	Expense		CalPERS Fiscal Services Division		-4,956.20
02/21/2024	Expense		CalPERS Fiscal Services Division		-1,175.41
02/21/2024	Expense		CalPERS Fiscal Services Division		-1,089.87
02/21/2024	Expense		CalPERS Fiscal Services Division		-75.00
02/21/2024	Expense		EDIS	FSA Expense	-238.37
02/27/2024	Bill Payment (Check)	3139	Rick Valente Construction, Inc.	Crew shower installation	-9,789.40
02/27/2024	Bill Payment (Check)	3151	Danny Takaoka	March 2024 Health premium	-2,395.12
02/27/2024	Bill Payment (Check)	3140	BoundTree Medical	Inv# 85244217	-1,309.74
02/27/2024	Bill Payment (Check)	3150	Daniel Cariaga	March 2024 Health premium	-1,279.72
02/27/2024	Bill Payment (Check)	3153	Donald Melendy	March 2024 Health premium	-1,279.72
02/27/2024	Bill Payment (Check)	3152	Denise Coddling	March 2024 health premium	-679.53
02/27/2024	Bill Payment (Check)	3143	Charter Communications	Acct# 824510113 0094588	-494.32
02/27/2024	Bill Payment (Check)	3141	Verizon Wireless	Acct# 271000184-00002	-401.59
02/27/2024	Bill Payment (Check)	3149	Life Assist	Invoice# 1409950	-381.79
02/27/2024	Bill Payment (Check)	3144	Integrity Security & Integrated Systems, Inc.	Invoice# 45450	-210.00

# Cambria Community Healthcare District

## Transaction Detail by Account

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
02/27/2024	Bill Payment (Check)	3145	Wells Fargo Vendor Financial Services	Cust# 1051980762	-191.98
02/27/2024	Bill Payment (Check)	3142	Mutual of Omaha	Group ID# G000BZ6W	-144.00
02/27/2024	Bill Payment (Check)	3146	Timothy Nurge	Boot purchase & mileage reimbursement	-104.54
02/27/2024	Bill Payment (Check)	ACH	CalPERS Fiscal Services Division		-12,756.32
02/27/2024	Bill Payment (Check)	3154	Heidi Holmes-Nagy	March 2024 health premium	-1,025.14
02/27/2024	Bill Payment (Check)	3155	Paul Hoover	Boot and education purchase reimbursement	-263.30
02/27/2024	Bill Payment (Check)	3147	Cambria Business Center	Annual renewal PMB #103	-144.96
02/27/2024	Bill Payment (Check)	3148	Matthew Hallmark	National registry fee reimbursement	-25.00
02/27/2024	Expense		EDIS	FSA Expense	-66.89
02/28/2024	Bill Payment (Check)	ACH	KS StateBank		-3,621.48
02/28/2024	Expense		CalPERS Fiscal Services Division		-11,231.33
02/28/2024	Expense		EDIS	FSA Program Fee	-10.50
02/28/2024	Expense		CalPERS Fiscal Services Division		-133.83
02/28/2024	Expense		CalPERS Fiscal Services Division		-143.33
02/28/2024	Expense		CalPERS Fiscal Services Division		-1,247.83
02/29/2024	Expense		Pacific Premier Bank	Bank Fee	-2.50
02/29/2024	Bill Payment (Check)	3158	Simone A. Rathbun	Mileage reimbursement	-25.53
02/29/2024	Bill Payment (Check)	3157	Michael Bryant	Mileage reimbursement	-98.49
02/29/2024	Bill Payment (Check)	3156	Robert W Sayers	March 2024 invoices	-1,027.92
<b>Total for 11200 PP (5645) Operating</b>					<b>\$ -200,737.34</b>





**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**  
**BOARD AGENDA STAFF REPORT – 01**

**TO:** Board of Directors

**FROM:** Laurie Mileur, Ph.D., Director

**DATE:** March 26, 2024

**AGENDA DESCRIPTION:** Proposed New Ambulance Facility and General Obligation Bond – Isom Advisors

**RECOMMENDATION:** Approve conducting a survey to assess community response to the District's facility replacement and general obligation bond ballot initiative. Authorize the Families Committee and staff to proceed with steps necessary to place the bond initiative on the November ballot.

**FISCAL IMPACT:** The cost of survey is \$10,000, community outreach and marketing materials are \$1,000, both in the fiscal year 2023/2024. The cost to place a bond measure on November ballot is \$19,000 in the fiscal year 2024/2025. Additional fees estimated at \$75,000 would be funded by bond proceeds.

**DISCUSSION:** In January 2022 the District contracted with Vanir Construction Management to provide a complete facility condition assessment for the District Ambulance Facility, report findings indicated the need to replace the existing facility. The District established a Facility Committee to meet regularly to address replacing the facility, including space, operational needs, and estimated construction cost of a new Ambulance facility. After surveying the community in 2022, the Board of Directors approved placing a bond ballot initiative G-22 on the November 2022 ballot. The bond measure received 61.4% yes votes and was narrowly defeated.

By listening to feedback from the community, the Property & Facilities Committee continued to work on creating innovative plans to decrease the initial project cost from \$8.5 million to \$6.5 million. In addition, with the support of Congressman Jimmy Panetta, in March of 2024 the District received the announcement of a \$1 Million Community Project Grant to the CCHD to begin phase one of the new Ambulance Facility.

The District will need to secure remaining project funding for the proposed facility. For future discussion on the proposed bond measure, Director Mileur has invited Bond Advisor, Jon Isom to discuss the opportunity to place a General Obligation Bond on the November 2024 ballot.

**ATTACHMENTS:** None

**BOARD ACTION:** Date of Vote: March 26, 2024

UNANIMOUS: \_\_

MONTALVO \_\_ MUMPER \_\_ FEDOROFF \_\_ KULESA \_\_ MILEUR \_\_



## CAMBRIA COMMUNITY HEALTHCARE DISTRICT

### STAFF REPORT – 02

**TO:** Board of Directors

**FROM:** Board Director Kulesa

**DATE:** March 26, 2024

**AGENDA DESCRIPTION:** Community Health Message – Stroke warning signs.

**RECOMMENDATION:** The Healthcare Advocacy & Outreach Committee is recommending approval to produce a Community health message featuring a magnet with Stroke warning signs and the importance of calling 911.

**FISCAL IMPACT:** 2023/2024 Fiscal Year Budget line-item Community Outreach/Public Education for 500 English and 200 Spanish magnets at a cost not to exceed \$550.

**DISCUSSION:** In response to the Community Healthcare Survey conducted by the District, the Healthcare Advocacy & Outreach Committee continues to look for opportunities for the District to provide healthcare education to our community. With the overwhelmingly positive response to the Minutes Matter Health Resource Guide, the committee would like to provide a follow-up healthcare tool for Stroke Awareness.

The Committee is proposing a Stroke awareness magnet to be produced in both English and Spanish. Recognizing the warning signs of a Stroke and calling 9-1-1 immediately can make the difference between a strong recovery and disability or even death. The magnet would follow the recommendation from the American Stroke Association F.A.S.T CALL 911

**CONCLUSION:** The Healthcare Advocacy & Outreach Committee is proud to present the Board of Directors a draft sample of the proposed Stroke awareness magnet. Distribution of this healthcare tool would be through public outreach in our Community such as Farmers Markets, Service Clubs, Schools, and Local Businesses.

**ATTACHMENTS:** 1. Stroke magnet.

**BOARD ACTION:** Approval to produce a Minutes Matter, Stroke Awareness Magnet.

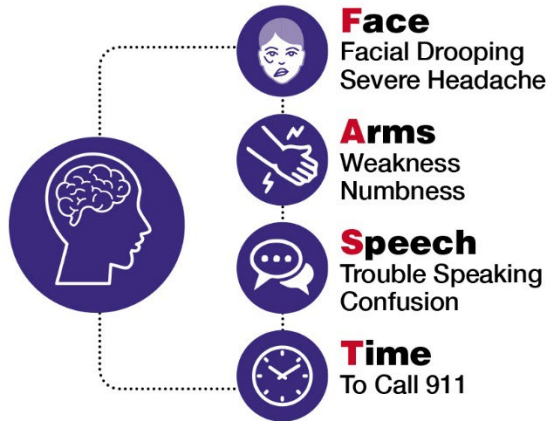
Date of Vote: March 26, 2024 UNANIMOUS: \_\_\_  
MONTALVO\_\_\_MILEUR\_\_\_FEDOROFF\_\_\_MUMPER\_\_\_KULESA\_\_\_

# MINUTES MATTER

When it comes to **STROKE**

## F.A.S.T CALL 911

Any one of these sudden **SIGNS**  
could mean a **STROKE**



Visit **STROKE.ORG**

Provided by Cambria-healthcare.org



## CAMBRIA COMMUNITY HEALTHCARE DISTRICT

### BOARD AGENDA STAFF REPORT – 03

**TO:** Board of Directors

**FROM:** Board President, Cecilia Montalvo  
Linda Hendy, Administrator

**DATE:** March 26, 2024

**AGENDA DESCRIPTION:** Performance Review of Management Structure

**RECOMMENDATION:** Recommendation to update the management structure to include a Director of Operations and two Operations Supervisors.

**FISCAL IMPACT:** Salary schedule to be determined by the Board of Directors at a future meeting.

**DISCUSSION:** For over 60 years the Cambria Community Service District has provided Cambria and the surrounding communities with emergency medical service, today, the District provides 24/7 coverage with a full-time staff of 12 Paramedics, 12 EMTs, and 2 Administrative staff members, three of our full-time Paramedics are serving in the field and in the role as Interim Supervisor to assist with coverage for the vacant Director of Operations position. In addition, the District has a roster of twenty, Reserve EMS professionals to cover routine absences due to vacations, sick time, or leave of absence for full-time employees.

As emergency service needs evolve throughout the years the Board of Directors continually evaluates the District's workforce and management structure with a duty of fiscal responsibility and to provide a professional workforce to serve our community.

District Management Structure:

2021-2022	Administrator	Director of Operations	Finance Outsourced
2022-2023	Administrator/Operations	Finance Director	
2023-2024 (October-Current)	Administrator/Finance		3-Interium Supervisors
Recommendation	Administrator/Finance	Director of Operations	2- Operation Supervisors

In October 2023, the vacant position of Director of Operations was filled with three Interim Supervisors. The full-time field Paramedics serving as interim supervisors temporarily assumed supervisory duties including scheduling, quality assurance review per transport (QI), uniforms, training, personnel, narcotics reporting, station and ambulance maintenance, on-call Adam 2 coverage, and provided representation at SLO County EMSA and Board of Director meetings.

Within the past six months, Interim Supervisors have brought their individual talents and expertise to cover the vacancy, and have successfully shared the duties of the Director of Operations position, focusing on assigned responsibilities in conjunction with working as a field Paramedic.

Working in the Interim position allowed the opportunity for Supervisors to experience the daily administrative duties, complete tasks in addition to their assignments, and help to identify additional duties to be included within the position. Examples include but are not limited to community outreach, single point of contact for EMSA, support agencies, EMS personnel, and recruitment.

For the past couple of years, the Operations Director role has been a full-time administration position. Interim Supervisors are proposing a new management structure for District operations.

1. Director of Operations – Administrative and Field Paramedic. Duties include required EMS personnel training, recruitment, scheduling, IT, community outreach, Adam-2 coverage, and overseeing operations Supervisors.
2. Operations Supervisors (2) – Field Paramedics. Assigned duties include Adam-2 coverage, narcotics reporting, medical supplies, uniforms, ambulance, facility, and equipment maintenance.

The proposed structure would create an operational chain of command, provide cross-training of operational duties, physical supervisory coverage six days a week, and Adam 2 coverage 24/7.

**CONCLUSION:** If Board approves the proposed management structure for Operations a proposed salary schedule will be presented at a future meeting.

**ATTACHMENTS:** None at this time

**BOARD ACTION:**

Date of Vote: March 26, 2024

UNANIMOUS: \_\_\_

MONTALVO\_\_\_ MUMPER\_\_\_ FEDOROFF\_\_\_ KULESA\_\_\_ MILEUR\_\_\_



**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**  
**BOARD AGENDA STAFF REPORT – 04**

**TO:** Board of Directors

**FROM:** Director Mumper

**DATE:** March 26, 2024

**AGENDA DESCRIPTION:** Ambulance Station – Flooring replacement.

**RECOMMENDATION:** The Property & Facilities Committee recommends Board approval of the North County Flooring Outlet and R. E Holland Professional Flooring Installations proposals to replace the aging carpet in the operations offices.

**FISCAL IMPACT:** Budget adjustment to line item: Facility Repair and Maintenance in the amount not to exceed \$9,200.

**DISCUSSION:** In response to a fire inspection in December 2022, the District was required to bring the aging CCHD facility up to current fire code standards. While making required repairs to the facility the Property & Facility Committee became aware of the need to replace the original carpet located in the operations building. Director Mumper secured four flooring estimates to purchase and install new flooring, the original carpet will be replaced with laminate allowing for routine cleaning.

**ATTACHMENTS:**

1. North County Flooring – Materials
2. R.E. Holland Professional Flooring Installations - Installation

**BOARD ACTION:** Motion to approve to contracts to replace the carpet in the operations building. Budget adjustment not to exceed \$9,200.

Date of Vote: March 26, 2024

UNANIMOUS: \_\_

MONTALVO\_\_MILEUR\_\_FEDOROFF\_\_MUMPER\_\_KULESA\_\_



# R. E. Holland

Professional Flooring Installations, Inc.

3850 Ramada Drive, Suite E-2  
 Paso Robles, California 93446  
 (805) 434-9744 Fax (805) 434-9734

CUSTOMER NAME Cambria Health District	
CUSTOMER ADDRESS 2511 Main Street	
Cambria	
HM PHONE	WK PHONE
CELL PHONE 559-360-9742	DATE 3/4/24

LICENSE #996143  
 Bruce Mumper

Installer: \_\_\_\_\_

	LABOR ONLY	PRICE	AMOUNT
	Demo and Haul away carpet pad & tack strip		253 00
939	Installation of laminate sq feet	275	2,582 25
260	Installation of rubber base lineal feet	150	390 00
	* Prep to be determined at the time of installation at \$90.00 an hour* if we move furniture we are estimating 2 hours	9000	1800 00
<b>Total Amount Due Upon Completion</b>			<b>3405 25</b>
PLEASE MAKE CHECK PAYABLE TO: R. E. HOLLAND PROFESSIONAL FLOORING INSTALLATIONS, INC.			

**All items below must be initialed prior to installation**

- There will be dust, due to construction related work, we only clean the floors after installation \_\_\_\_\_
- Doors might need to be cut after installation of floors which we do not handle this type of work \_\_\_\_\_
- No warranties available for any type of moisture damages \_\_\_\_\_
- Any unforeseen floor prep under existing floor covering will be assessed and billed upon approval \_\_\_\_\_
- Product and Install warranties are not valid, unless installed by R.E. Holland Professional Flooring Installations, Inc. \_\_\_\_\_