



# CAMBRIA COMMUNITY HEALTHCARE DISTRICT REGULAR BOARD MEETING June 25, 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/86264037312>

Meeting ID: 862 6403 7312 Passcode: 849192

+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 May 28, 2024, Regular Board Meeting.

### D. REPORTS

1. Operations Report: Operations Manager Tim Nurge, Supervisors Paul Hoover, and Michael Bryant.
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. Special Tax Annual CPI
2. 2024-2025 Proposed Final Budget

## **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 July 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

MAY 28, 2024

### REGULAR BOARD MEETING MINUTES

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

- 1) The meeting was called to order at 9:02 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 4/0.
- 4) Board of Directors members Cecilia Montalvo, Laurie Mileur, Bruce Mumper, and Iggy Fedoroff were present. Director Dawn Kulesa was absent. Also, present were Administrator Linda Hendy, Operations Supervisor Michael Bryant, Operations Supervisor Paul Hoover, and Office Manager Simone Rathbun. Operations Manager Tim Nurge was present via Zoom.

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

No members of the public were present.

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

1. The Minutes from the April 23, 2024, Regular board meeting were presented for review and approval. Director Mumper motioned to approve, Director Fedoroff seconded, Board approved 4/0.
2. San Luis Obispo Local Agency Formation Commission (LAFCO) CCHD Municipal Service Review (MSR). Director Fedoroff attended the MSR review at San Luis Obispo County offices, during the Commissioners review of the report, Director Fedoroff stated that the Commission inquired as to whether the District had a plan to address the employee pension liability. He replied that as the Finance Committee Chairperson, the Board members are proposing to set up a Trust Account for pension liability, and the Board will have continued discussions at future meetings. The Commission inquired how the District turned several years of negative net loss into a net positive, which he stated by re-structuring the management team, hiring a Director of Finance, and splitting job duties between three Supervisors in the Operations Department.

#### **D) REPORTS**

1. Operations Report: Operations Supervisor Bryant presented the monthly report. Transport activities and response times were discussed. Manager Nurge is currently out on FMLA, on an intermittent basis. A staff meeting was held on May 14<sup>th</sup> to discuss facility replacement, proposed bond measures, and other operational needs. The Google Excel sheet for crew scheduling is currently being utilized. Manager Nurge has contacted the organizers of the Cambria Farmers Market, and hands-on CPR will be re-implemented once per month.

Expired supplies and medications have been replaced and the supply room and ambulances are fully stocked. There was one Monterey County call in April. Caltrans has reported that Highway One is scheduled to re-open in late Summer 2024.

Unit 22 received minor body damage while backing into the Station's designated parking spot. The new flooring has been installed in the crew's quarters, replacing the old carpet. The identified leak in the crew shower was repaired and is back in working order. Director Fedoroff suggested we contact the Chamber of Commerce regarding Heimlich Maneuver training for local businesses.

2. Administrative/Financial Review: The monthly financials for April were reported and discussed, Monthly income and expenses favorable and unfavorable were discussed. A new computer was purchased for the administration department, through Cal-Tec Computers. The required annual Government Compensation in California Report was successfully submitted. The new registration for SAM.GOV is complete. The required closing reports for the CalOES Covid-19 Grants received have been initiated.
3. Committee Reports:
  - a. President's Report – In honor of EMS Appreciation Week, President Montalvo expressed her appreciation to our Paramedics and EMTs for their continued hard work.
  - b. Property & Facilities/Facility Project Ad-Hoc: Director Mumper stated the committee attended the April employee meeting and provided updates regarding the proposed facility replacement, the meeting was well attended and allowed the Committee to answer employee questions.
  - c. Healthcare Advocacy & Outreach: Director Mileur provided the committee report in Director Kulesa's absence. Cambria ECHO published an article in recognition of the hard-working Paramedics and EMTs. Stroke magnets are available and will continue to be distributed. The Committee will meet with the organizers of the Scarecrow Festival to discuss the District's potential participation in this year's festival. In addition, committee members will meet with the organizers of the Pinedorado Parade, regarding having a float in the parade.
  - d. Finance: Director Fedoroff stated that facility replacement information cards have been distributed to Coastal Pines Medical Group, Cambria Smiles, Cambria Community Council, and Lion's Club. Director Fedoroff contacted a local CPA to request a quote to prepare the Trust tax returns, the quote received was for half the cost of our current preparer. The Cambria Community Council 2024 grant opportunity has been announced. The grant proposal would be due no later than August 1, 2024. He suggests the Trust requests funds for the District equipment needs. The Finance committee met and used historical data to prepare the seven-year forecast.
  - e. Development Committee: Bond Measure update: Board members are reaching out to community stakeholders with the invitation to attend the Ambulance Station Open House in June, currently representatives from the CUSD and John Linn have RSVP'd to attend. In addition, an Open House Evite will be sent and a new ambulance station replacement banner will be installed in front of the station.

#### **E) REGULAR BUSINESS**

1. A presentation was made by Rob Bennett and Max Scott, introducing the Gov-Invest pension software. The cost of the software has been included in the Preliminary draft budget and if the Board approves, this software will be purchased in the next fiscal year, 2024/2025 for \$12,000. Director Fedoroff stated that the District pays the monthly unfunded liability

required payment to CalPERS and that the Board has discussed establishing a pension trust account.

2. General Obligation Bond Resolution 44-24 was presented, Ordering Election to Authorize the Issuance of General Obligation Bonds occurring on November 5, 2024. Director Fedoroff stated that the word “health care” needs to be corrected as one word, healthcare. Section 4 and Section 7 refer to a “Clerk” of the Board, and that needs to be changed to “Secretary”. The addition of a fueling station will also need to be removed, as this has been removed from the facility replacement plans. Director Mumper motioned to approve Resolution 44-24 with the noted changes, Director Fedoroff seconded, Board approved 4/0.
3. CCHD Financial Forecast will be deferred to the Regular Board Meeting scheduled for July 23, 2024.

**F) DECLARATION OF FUTURE AGENDA ITEMS**

Second review of the 2024/2025 Preliminary Budget

**G) ADJOURNMENT**

The meeting was adjourned at 11:04 am.



## OPERATIONS REPORT Board of Directors Meeting June 25, 2024

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

### Operations Manager Nurge:

#### Employees and Staffing:

- **Staffing** – No current staffing issues to report. All shifts were filled for the month of May. The next scheduled staff meeting will be on June 26, 2024.
- **Recruitment**- Nothing to report.
- **Training:** On May 19<sup>th</sup> and 20<sup>th</sup> four CCHD paramedics completed their Advanced Cardiac Life Support and Pediatric Advanced Life Support certification. All full-time employees have completed online safety training through Vector Solutions, the training will also qualify for credits through the incentive program with SDRMA, the District's liability insurer.

**Computer IT:** Cal-Tech was able to resolve the issue of retrieving needed reports for the Monterey County calls, the delayed billing for April and May is now up to date.

#### Community Outreach:

1. MCI Drill "Attended by Tim Nurge and David Goss."
2. Ironman Standby "Attended by Tim Nurge and Sylvana Margoluis."
3. M-11 and M-12 participated in "Field Day" at the Cambria Grammar School with the CCSD Fire Department.
4. CCHD crew members will participate in the Farmer's Market on July 12<sup>th</sup> and August 9<sup>th</sup>, demonstrating "Hands-only CPR".
5. Supervisors are contacting local Cambria organizations to inquire about their interest in CPR and AED demonstrations.
6. Supervisors are looking for employees to participate in the Pinedorado parade.

## Supervisor Bryant:

### Transport Activity Report:

- Compared to May 2023, there was a decrease of 72 incidents and 12 transports.
  - This decrease in incidents is attributed to San Luis Ambulance adding Medic-94, reducing "move up and cover" requests into their service area.

**Long Distance Transport Activity:** Medic 11 provided a long-distance transfer from Sierra Vista to Stanford University. The District received a request for assistance from San Luis County EMSA due to the inability to find coverage from other local agencies.

### Response Times and Delays:

- 96% of calls in May 2024 were responded to within 10 minutes. Two calls were over the 10-minute response time.
  - One call was delayed by 2 minutes due to a staff delay; a Change of shift was occurring during the time of the call.
  - One call was delayed by 5 minutes due to the distance; the Unit was returning from the hospital, and the second unit was engaged on a call.
- 100% of Rural calls in May 2024 were responded to within 30 minutes.

### Equipment/ Medications:

- Expired supplies and medications have been replaced.
- Supply room and ambulances are fully stocked.

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

- SLA had 0 responses within the CCHD service area.
- SLA was dispatched to "move up and cover" Cambria 9 times (Code 8) totaling **9 hours and 24 minutes of coverage**.
- CCHD crews responded to 4 (Code 3) and 1 (Code 2) calls within the SLA service area.
- CCHD was dispatched to "move up and cover" the SLA service area 44 times (Code 8) and 1 time (Code 11) totaling **20 hours and 14 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 4 calls in Monterey County (May 2024), this represents an increase of 3 calls compared to May 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 fully reopen in late spring of 2024. Paul's slide has an anticipated reopening of early to mid-July 2024.
- The District's response area remains unaffected by the latest slides and will continue to respond to calls up to Limekiln State Park, approximately 45 miles north of Cambria.
- **SLO County Emergency Medical Services Authority (EMSA):** There are no updates for May of 2024.

### **Supervisor Hoover:**

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

- Unit-18 required routine service is complete.
- On May 19<sup>th</sup> Unit 18's power gurney failed while on the scene of a traffic accident. A incident report was filled by crew members and a Stryker service technician was called for repair. The gurney was placed back into service on May 22, 2024, at a cost of repair \$912.

#### **Equipment/ Medications:**

- All units are stocked with required medication and supplies.

**Facility/Station Repairs:** No new report



**DISTRICT ACTIVITY REPORT PAGE 1**

05/01/2024 through 05/31/2024

<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	10	10	0	Local Patients	34	42	-8
Dry Runs - CX Enroute	16	23	-7	Non-Local Patients	17	24	-7
Total Dry Runs	26	33	-7	Total Patients	51	66	-15
Stand-bys	46	93	-47	Medical Transports	44	57	-13
Public Assists/Relations	0	0	0	Trauma Transports	5	5	0
Walk-in Public Relations	0	3	-3	Traffic Accidents	0	0	0
Total Incidents	123	195	-72	Total Transports	50	62	-12

**Hospital Destinations**

	<b>2024</b>	<b>2023</b>	<b>Change</b>
French	19	20	-1
Sierra Vista	27	39	-12
Twin Cities	3	1	2
Rendezvous w/Heli	0	0	0
Facility Not-Listed	1	1	0
Trauma Center (Sierra Vista)	10	13	-3
STEMI Center (French)	0	0	0

**Monterey County Responses**

	<b>2024</b>	<b>2023</b>	<b>Change</b>
Medical Transports	0	0	0
Trauma Transports	0	0	0
Dry Runs	5	1	4
Stand-bys	0	0	0
Total Incidents	5	1	4

**Year-to-Date Comparison  
Ambulance Response Statistics  
From January 2024 to May 31 2024**

	<b>2024</b>	<b>2023</b>	<b>Change</b>
Total Responses	547	853	-306
Patients Transported	230	256	-26
Total Dry Runs	124	173	-49
Dry Runs - w/Treatment	56	70	-14
Dry Runs - CX Enroute	67	103	-36
Stand-bys	188	416	-228
Total Monterey County Incidents	8	3	5

**DISTRICT ACTIVITY REPORT PAGE 2**  
**05/01/2024 through 05/31/2024**

**San Luis Ambulance Activity**

<b>Code 8</b>	=	9	
<b>Code 11</b>	=	0	
<b>Code 2 calls</b>	=	0	} (calls into CCHD response area)
<b>Code 3 calls</b>	=	0	
<b>Total time SLAS covered CCHD area =</b>		9 hrs	24 mins

**Cambria Community Healthcare District Activity**

<b>Total time CCHD committed to other incidents (Month) =</b>		108 hrs	43 mins
<b>Code 8</b>	=	44	
<b>Code 11</b>	=	1	
<b>Code 2 calls</b>	=	1	} (calls into SLAS response area)
<b>Code 3 calls</b>	=	4	
<b>Total time CCHD covered SLAS area =</b>		20 hrs	14 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.

<b>Cambria Community Healthcare District</b> <b>Monthly Banking Financial Report</b>
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MAY 2024

**Pacific Premier Bank Operating Account**

Beginning Balance	\$	167,924.23
Income		351,847.39
Tax Income		
Less Checking Expenses		(233,158.71)
Bank Fee(s)		(5.50)
Ending Balance		<u>\$ 286,607.41</u>

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

Beginning Balance	\$	120,116.04
Transfer from Operating Account		100,019.11
Interest		-
Ending Balance		<u>\$ 220,135.15</u>

**Local Agency Investment Fund Account Operating Reserves**

Beginning Balance	\$	59,178.21
Transfer from Operating Account		-
Interest		-
Ending Balance		<u>\$ 59,178.21</u>

**ALL ACCOUNTS TOTAL**

\$ 565,920.77

**PPB Trust Account**

Beginning Balance	\$	50,378.88
Deposit		102.18
Less Checking Expense		-
Bank fee (paper statement)		(2.00)
<b>Withdrawal payables(Qgiv)</b>		-
Ending Balance		<u>\$ 50,479.06</u>

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

MAY	2024	\$	565,920.77
MAY	2023	\$	<u>623,467.70</u>
Difference		\$	(57,546.93)