



CAMBRIA COMMUNITY HEALTHCARE DISTRICT REGULAR BOARD MEETING DECEMBER 19, 2023 – 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/87306761039>

Meeting ID: 873 0676 1039 Passcode: 833332

+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 November 28, 2023, 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: Laurie Mileur
 - c. Healthcare Advocacy & Outreach: Dawn Kulesa
 - d. Finance: Bruce Mumper
 - e. Development Committee: Laurie Mileur

E. REGULAR BUSINESS

1. Ambulance Station Replacement of Main Electrical Panel
2. Board Officer Election 2024
3. Assignments to Board Committees 2024

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 January 23, 2024, at 9:00 A.M. at the Old Cambria Grammar School, 1350 Main Street Cambria, California.

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, 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

NOVEMBER 28, 2023

REGULAR BOARD MEETING MINUTES

A) OPENING:

- 1) The meeting was called to order at 9:07 AM.
- 2) The Pledge of Allegiance was led by President Montalvo.
- 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, Office Manager Simone Rathbun, as well as Property & Facilities committee member Don Sather, and Rob Nash from Vanir Construction Management.

B) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

No members of the public were present.

C) CONSENT AGENDA

The Minutes from the October 24, 2023 Regular Board Meeting were submitted for review and approval. Director Fedoroff requested that a sentence be added stating that Director Mumper was appointed by the Board as Ombudsman for the operations employees of the District. Director Fedoroff motioned to approve, Director Mileur seconded, Board approved 5/0.

D) REPORTS

1. Operations Report: Interim Supervisor Bryant presented the monthly report. San Luis Ambulance has placed an additional unit into service, The new unit's service area includes Los Osos, and this has decreased the number of requests for the District crews to move up and cover. A new communications radio was issued to Unit 22. The District has hired two full-time Paramedics and anticipates being fully staffed by January. Director Mumper, Administrator Hendy, and Supervisor Hoover met with Jeff Thoma from Thoma Electric, regarding the replacement of the facility's main electrical panel.
2. Administrative/Financial Review: The monthly financials for October were reported. Director Mileur and Administrator Hendy met with LAFCO representatives regarding the District's Municipal Service Review.
3. Committee Reports:
 - a. President's Report – Following the October Board meeting, the District received Tim Benes' resignation. The Board thanked Mr. Benes for his many years of service to CCHD. The annual CCHD Trust donation solicitation letter will be mailed to the community in early December.
 - b. Property & Facilities/Facility Project Ad-Hoc: The Committee met in October to review the updated cost analysis for the ambulance station. Guest speaker Rob Nash will present the report to the Board members as agenda item #1.
 - c. Healthcare Advocacy & Outreach: There has been very positive feedback regarding the District's Community Resource Guide that was previously mailed to the community. Director Kulesa asked for the Board's help in distributing the additional Spanish translation guides.

Director Fedoroff suggested delivering to Talia Romero of the Head Start program to distribute to their local families, and to the Cambria middle school to distribute to parents. The Coalition of Hotel Operators on Moonstone Beach requested copies.; Juli Amodei will be contacted for additional information. A \$3,000 grant from County Supervisor Bruce Gibson was received to help with the cost of the guide. Directors Fedoroff and Mileur are working on healthcare articles for the Districts website. The November fall prevention class had good participation for the morning class. However, the afternoon class had low attendance. The fall prevention class information will be converted into an article for the website.

- d. Finance Committee: The Committee met on Nov 8th to review the October financial and cash flow reports.
- e. Development Committee: Director Mileur stated that she will draft a letter to Senator Laird and Assemblymember Dawn Addis with the recently updated information on the ambulance station provided by Rob Nash.

E) REGULAR BUSINESS

1. Ambulance station update to conceptual design – Rob Nash from Vanir Construction Management provided a cost comparison for three different options, identified as models A, B, and C. Costs have increased by 18% in the last two years. Model A is a standard construction model using the design/build method. Model B is similar to Model A but is modular, or pre-fabricated, construction. Model C is based on a complete renovation of the existing building, which would require temporary modular buildings for the administration office and crews during the process. Total project costs for each model were presented. The Board discussed the advantages and disadvantages of each proposed model. The Property & Facilities Committee sought Board approval to move forward with project research and outside funding opportunities. Director Fedoroff recommended that the Committee pursue Model B, the factory-built option, and research other suppliers.
2. Interim Supervisor Paramedic Duties and Compensation – Assigned duties and compensation for the Interim Supervisor positions were presented. Michael Bryant has been identified as the primary liaison to the Board. Timothy Nurge will be covering training, and Paul Hoover will be covering restricted medication reporting, and vehicle and facility maintenance. The District does not expect to replace the vacant position of Director of Operations within the next six months. President Montalvo sought Board approval for job descriptions and compensation. Director Mumper motioned to approve. Director Fedoroff seconded, and the Board approved 5/0.
3. Local Agency Investment Fund (LAIF) Account Update - Resolution 43-23 was presented for adoption.; The resolution authorizes the removal of former Administrator Mike McDonough as an authorized individual for the LAIF account and the additional of new Administrator Linda Hendy as an authorized individual on the account. Director Mumper motioned to approve. Director Mileur seconded, and the Board approved 5/0.
4. Standard Operating Procedures Update Article 9 Employee Information - Recommendation to amend the hiring procedures for field personnel, including streamlining the process of hiring District Reserve candidates quickly and efficiently and removing redundant hiring processes currently required to transition Reserve employees to full-time positions. Director Mumper motioned to approve. Director Mileur seconded, and the Board approved 5/0.

F) DECLARATION OF FUTURE AGENDA ITEMS

LAFCO Municipal Service Review update.
Facility replacement of the main electrical panel.
Ambulance station additional modular bids.

G) ADJOURNMENT: The meeting was adjourned at 11:10 AM.



OPERATIONS REPORT
Board of Directors Meeting
December 19, 2023

Staff Report: Interim Operation Supervisors Michael Bryant, Tim Nurge, and Paul Hoover
Operations for the month of November 2023

Supervisor Bryant:

- **Transport Activity Report** – The District activity report for November, reflects a decrease of 55 fewer incidents and an increase of 11 incidents requiring transport compared to November 2022.
- **Response Times and Delays** – In November of 2023, 96.8% of calls were responded to within 10 minutes. There were 2 calls in which the response time was longer than the required 10 minutes.
 - There was one call delayed by 2 minutes or less due to distance and traffic. The location of the response was in the Park Hill/Marine Terrace area which is difficult to arrive on the scene in 10 minutes or less due to distance and navigation of multiple side roads.
 - There was one call delayed by 2 minutes due to a dispatch error relaying the wrong address.
- **Equipment/ Medications** –The District has required medications on hand and all units are well-stocked and prepared for immediate response. All District units are equipped with essential radios to ensure readiness for the anticipated county-wide encryption transition.
- **San Luis Ambulance (SLA) Transports/Coverage** – In November 2023 San Luis Ambulance had (1) Code 3 and (0) Code 2 calls in the CCHD service area. San Luis Ambulance was dispatched to “move up and cover” Cambria (9) times Code 8 and (0) times Code 11 for a total time covering the CCHD response area of 7.5 hours.

CCHD responded to (5) Code 3 and (1) Code 2 calls in the San Luis Ambulance service area. CCHD crews were dispatched to “move up and cover” the San Luis Ambulance service area (34) times Code 8 and (0) times Code 11 for a total time covering the San Luis Ambulance service area of 10 hours and 16 minutes.

- 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 - A term used when an ambulance is staged (parked) between 2 response areas

- **Monterey County Calls** - CCHD crews responded to 2 calls in Monterey County during the month of November. This is a decrease of 1 call compared to November 2022. Currently, CCHD is the only ALS Agency to cover the southern area of coastal Monterey County. District staff continue to monitor updates from Caltrans regarding the Highway 1 road closure.

Supervisor Nurge:

- **Employees and Staffing**

1. **Staffing** – Due to low staffing the District had to down-staff Medic 12 on Thanksgiving Day. No calls were missed and San Luis Ambulance was not required to move up and cover.
2. **Recruitment**- In November the District hired one Full-Time Paramedic who has completed his training, has full accreditation and is working a full-time schedule. The District promoted a Reserve Paramedic for the last vacancy with a start date of January 2024. As of December, the District is fully staffed.
3. **Training**- Annual Verification Tracking (AVT) Skill Training for paramedics will begin on Dec 10th and be provided every month to maintain paramedic skills and County accreditation.
4. **COVID-19** – There were two call-outs due to employee illness with zero lapses in shift coverage.

Supervisor Hoover:

- **Ambulance Unit Performance/Maintenance** –All four units are in service, appropriately stocked, and ready to respond. In November first-out units, 18 and 22, received required maintenance including oil change and all point inspections. No issues were found.
- **Equipment/ Medications** –All units are stocked with current SLO County EMSA-required medications. The District has sufficient re-stock available in the required locked safe.
- **Facility/Station Repairs**– The District facility gutters were professionally cleaned and made ready for the winter season. The 911 phone located on the outside of the District building was relocated to the front main entrance of the station. Proper signage will be installed to direct the public as to when to use the 911 phone. The phones’ current location was hidden from the public resulting in potential patients wandering around the station and knocking on doors and windows.

Supervisor Hoover met with two General Contractors regarding the installation of a second crew shower. It was discussed that an architectural drawing would be required for County permitting. Supervisor Hoover will bring information gathered to the Facilities Committee in January.

DISTRICT ACTIVITY REPORT PAGE 1

11/01/2023 through 11/30/2023

Incident Totals				Transport Totals			
	2023	2022	Change		2023	2022	Change
Dry Runs - w/Treatment	14	18	-4	Local Patients	46	37	9
Dry Runs - CX Enroute	17	35	-18	Non-Local Patients	17	15	2
Total Dry Runs	31	53	-22	Total Patients	63	52	11
Stand-bys	34	80	-46	Medical Transports	58	42	16
Public Assists/Relations	1	0	1	Trauma Transports	5	10	-5
Walk-in Public Relations	1	0	1	Traffic Accidents	0	0	0
Total Incidents	130	185	-55	Total Transports	63	52	11

Hospital Destinations

	2023	2022	Change
French	27	10	17
Sierra Vista	32	36	-4
Twin Cities	4	5	-1
Rendezvous w/Heli	0	0	0
Facility Not-Listed	0	1	-1
Trauma Center (Sierra Vista)	5	7	-2
STEMI Center (French)	1	1	0

Monterey County Responses

	2023	2022	Change
Medical Transports	1	2	-1
Trauma Transports	1	0	1
Dry Runs	0	1	-1
Stand-bys	0	0	0
Total Incidents	2	3	-1

**Year-to-Date Comparison
Ambulance Response Statistics
From January 2023 to November 30 2023**

	2023	2022	Change
Total Responses	1674	1737	-63
Patients Transported	559	620	-61
Total Dry Runs	394	447	-53
Dry Runs - w/Treatment	149	183	-34
Dry Runs - CX Enroute	245	260	-15
Stand-bys	702	659	43
Total Monterey County Incidents	15	37	-22

DISTRICT ACTIVITY REPORT PAGE 2
11/01/2023 through 11/30/2023

San Luis Ambulance Activity

Code 8	=	9	
Code 11	=	0	
Code 2 calls	=	0	} (calls into CCHD response area)
Code 3 calls	=	1	
Total time SLAS covered CCHD area =		7 hrs	34 mins

Cambria Community Healthcare District Activity

Total time CCHD committed to other incidents (Month) =		102 hrs	58 mins
Code 8	=	34	
Code 11	=	0	
Code 2 calls	=	1	} (calls into SLAS response area)
Code 3 calls	=	5	
Total time CCHD covered SLAS area =		10 hrs	16 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 December 19, 2023

Staff Report: Linda Hendy, Administrator/Finance

Finance:

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

Income Statement:

November 2023 Monthly/Year-To-Date vs Budget

○ Income:

- November net ambulance billing of \$93,844 was favorable to budget in the amount of \$27,441. The District received a \$55,615 reimbursement from Cencal Health under the new IPGEMT program, and accounts receivable invoices were updated to reflect the amount paid by the insurance carrier.
 - Ambulance transport activity was 63 vs 60 budgeted.

The District received general and special taxes in the amount of \$163,757. Year-to-date tax receipts are favorable to the budget in the amount of \$43,562. The Finance Committee reviewed a tax revenue analysis, comparing the prior year's revenue deposit date and current year budget variances. The District received a tax revenue deposit on December 12, 2023, for \$199,214, December financials will reflect the updated favorable amount in comparison to the budget.

- Other Income: In November, two transports were provided to Monterey County totaling \$4,000, in line with budgeted amounts.

○ Expense:

Total expenses in November were \$11,941 favorable to budget.

- Payroll Expenses: In November payroll expenses were favorable to budget in the amount of \$109. The District utilized part-time Reserve employees during November to cover vacant shifts, resulting in a decrease in full-time payroll expenses and an increase in part-time expenses.
- Operating Expenses: November operating expenses were unfavorable to budget in the amount of \$1,501. With the assistance of Legal Counsel, the District updated the management structure, to include new job descriptions, contracts, and the addition of three new Supervisor positions. Legal fees year-to-date are unfavorable to the budget in the amount of \$6,724.
- Fleet Expenses: November expenses were favorable to budget in the amount of \$7,624. The quarterly loan payment for Unit 22 was processed in December, and will be reflected in next months financial report.
- Other Income: The District received a grant of \$3,000 from SLO County Supervisor Bruce Gibson to help offset the Resource Guide Spanish translation cost.

○ Net Income:

The November financials reflect a favorable net income vs budget for the month in the amount of \$85,944 and year-to-date net income versus budget in the amount of \$182,659.

- **Human Resources:**

Office Manager Rathbun onboarded two new full-time employees, one with a start date in November and the second with a start date of January 1, 2024.

- **Local Agency Formation Commission (LAFCO) Municipal Service Review:**

Director Mileur and Administrator Hendy completed the required questionnaire document to begin the Municipal Service Review for the District.

Cambria Community Healthcare District
Summary of Revenues and Expenses
NOVEMBER 2023, and Year-To-Date JULY-NOV 2023/2024

	November Actual	November Budget	Variance	July - November YTD Actual	July - November YTD Budget	Variance
<u>Ambulance Revenue</u>						
Ambulance Billings	364,444	265,611	98,833	1,574,518	1,690,190	(115,672)
Prior Year Income	-	-	-	607	-	607
Total Ambulance Income	364,444	265,611	98,833	1,575,125	1,690,190	(115,065)
Insurance Adjustments/Contra	(270,600)	(199,208)	(71,392)	(1,169,530)	(1,267,643)	98,112
Sent to Collections	-	-	-	-	(16,000)	16,000
Bad Debt	-	-	-	-	(4,000)	4,000
Ambulance Income	93,844	66,403	27,441	405,595	402,548	3,047
<u>Tax Income</u>						
General Tax	64,287	48,000	16,287	100,366	71,000	29,366
Special Assessment Tax	99,470	75,160	24,310	114,356	100,160	14,196
Total Tax Income	163,757	123,160	40,597	214,722	171,160	43,562
<u>Other Income</u>						
Monterey Contract	4,000	4,000	-	26,000	20,000	6,000
Rental Income	-	-	-	300	300	-
Misc. Income	-	100	(100)	13,977	500	13,477
GEMT Reimbursement	2,802	-	2,802	2,802	20,000	(17,198)
Bad Debt Recovery	844 #	650	194	1,604	3,250	(1,646)
Grant Income	-	-	-	-	-	-
Interest Income	184	115	69	1,081	575	506
Donations	-	-	-	-	-	-
Donations -Amb. Procurement	-	-	-	-	-	-
Total Other Income	7,830	4,865	2,965	45,764	44,625	1,139
Total Income	265,431	194,428	71,003	666,081	618,333	47,748
<u>Payroll Expenses</u>						
Administration	24,471	23,882	(589)	109,875	119,409	9,534
Full Time Employees	53,044	65,135	12,092	242,954	325,677	82,722
Part Time Employees	18,005	11,393	(6,613)	101,235	56,965	(44,271)
Payroll Tax Expense	4,864	5,788	925	8,816	28,942	20,126
Employee Medical/Dental	18,810	16,000	(2,810)	87,271	80,000	(7,271)
PERS Pension Expense	14,814	10,833	(3,981)	57,918	54,167	(3,751)
PERS - Unfunded Liability	12,777	12,923	146	63,796	64,615	819
Uniforms	-	750	750	1,557	3,750	2,193
Workers Comp. Insurance	8,905	8,905	0	29,138	44,527	15,389
Retiree Health	7,410	7,600	190	38,321	38,000	(321)
Total Payroll Expense	163,102	163,210	109	740,882	816,051	75,169
<u>Operating Expenses</u>						
Contacted Services	-	-	-	-	-	-
Audit Fees	-	-	-	-	15,500	15,500
Billing Services	599	700	101	3,035	3,500	465
Other	-	450	450	-	11,350	11,350
Payroll Services	502	600	98	2,078	3,000	922
Total Contracted Services	1,101	1,750	649	5,113	33,350	28,237
Dues and Subscriptions	200	200	-	9,998	10,300	302
Education/Travel/Mileage	72	350	278	1,006	1,750	744
Facility Maintenance	387	1,000	613	18,574	43,000	24,426
Legal	3,388	1,000	(2,388)	11,724	5,000	(6,724)
Liability Insurance	7,807	7,807	-	28,220	39,033	10,813
License/Permits	230	500	270	8,481	2,500	(5,981)
Office and Computer Supplies	1,367	1,260	(107)	8,054	6,300	(1,754)
Storage	-	-	-	480	480	-
Training	271	250	(21)	370	1,250	880
Utilities	2,896	2,100	(796)	11,968	10,100	(1,868)
Total Operating Expenses	17,718	16,217	(1,501)	103,987	153,063	49,075

Cambria Community Healthcare District
Summary of Revenues and Expenses
NOVEMBER 2023, and Year-To-Date JULY-NOV 2023/2024

	November Actual	November Budget	Variance	July - November YTD Actual	July - November YTD Budget	Variance
Fleet Expenses:						
Communication Equipment	-	-	-	-	-	-
Fuel	2,695	3,500	805	12,969	17,500	4,531
Unit - 18	175	500	325	4,099	2,500	(1,599)
Unit - 20	-	350	350	218	1,750	1,532
Unit - 21	-	-	-	2,909	2,000	(909)
Unit - 22	190	3,686	3,496	3,063	14,745	11,683
Interest Expense	169	338	169	376	769	392
Medical Supplies/Equipment	2,522	5,000	2,478	26,072	25,000	(1,072)
Total Fleet Expenses	5,751	13,375	7,624	49,706	64,264	14,558
Total Operating Expenses	23,469	29,591	6,122	153,694	217,327	63,633
<u>Other Expenses</u>						
Bank and Credit Card Charges	172	300	128	1,332	1,500	168
Bond Expense	14,848	21,600	6,753	14,848	31,600	16,753
Contingency/Outreach/Public Ed.	13,286	11,700	(1,586)	17,355	13,700	(3,655)
Equipment	-	-	-	-	-	-
Miscellaneous	-	300	300	162	1,500	1,338
QAF Fee	-	-	-	12,412	4,000	(8,412)
Sales Tax	-	115	115	429	575	146
Total Other Expenses	28,305	34,015	5,710	46,538	52,875	6,337
Total Expenses	214,876	226,816	11,941	941,113	1,086,252	145,139
Net Operating Income	50,555	(32,388)	82,944	(275,032)	(467,920)	192,887
<u>Other Income/Expense</u>						
Grant /Equipment Procurement	3,000	-	3,000	45,572	55,800	(10,228)
Covid Relief	-	-	-	-	-	-
Total Other Income	3,000	-	3,000	45,572	55,800	(10,228)
Net Income	53,555	(32,388)	85,944	(229,461)	(412,120)	182,659

Cambria Community Healthcare District Monthly Banking Financial Report

NOVEMBER 2023

Pacific Premier Bank Operating Account

Beginning Balance	\$	74,138.37	
Income		362,485.98	
Tax Income		-	
Less Checking Expenses		(271,718.75)	
Bank Fee(s)		(8.05)	
Ending Balance			\$ 164,897.55

Pacific Premier Bank Money Market Account

Reserve Account

Beginning Balance	\$	20,013.86	
Transfer to Operating Account		-	
Interest		0.82	
Ending Balance			\$ 20,014.68

Local Agency Investment Fund Account

Operating Reserves

Beginning Balance	\$	13,213.44	
Transfer from Operating Account		-	
Interest		-	
Ending Balance			\$ 13,213.44

ALL ACCOUNTS TOTAL

\$ 198,125.67

PPB Trust Account

Beginning Balance	\$	14,516.28	
Deposit		1,315.60	
Bank fee (paper statement)		(2.00)	
Withdrawal payables(Qgiv)		-	
Ending Balance			\$ 15,829.88

Accounts Prior Year Total Comparison (Not including Trust Account)

NOVEMBER	2023	\$	198,125.67	
NOVEMBER	2022	\$	140,957.01	
Difference		\$	57,168.66	

Cambria Community Healthcare District

Transaction Detail by Account

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
11200 PP (5645) Operating					
11/01/2023	Expense		Bank Charge		-15.00
11/01/2023	Bill Payment (Check)	2942	PG&E - ending 135-3	Acct# 4378486135-3	-10.79
11/01/2023	Bill Payment (Check)	2939	BoundTree Medical	Inv# x3	-1,668.06
11/01/2023	Bill Payment (Check)	2938	Borjon Auto Center	Invoice# 37884	-549.76
11/01/2023	Bill Payment (Check)	2944	Simone A. Rathbun	Mileage reimbursement	-28.82
11/01/2023	Bill Payment (Check)	2940	K. Paul Butterfield	TB test & mileage reimbursement	-78.73
11/01/2023	Bill Payment (Check)	2946	Wells Fargo Vendor Financial Services	Cust# 1051980762	-191.98
11/01/2023	Bill Payment (Check)	2945	Streamline	Invoice# 8A432981-0015	-200.00
11/01/2023	Bill Payment (Check)	2941	Life Assist	Invoice# 1369250	-538.79
11/01/2023	Bill Payment (Check)	2937	Airgas West	Invoice# 9143193451	-417.86
11/01/2023	Bill Payment (Check)	2936	Adamski Moroski Madden Cumberland & Green	Invoice# 62752	-400.00
11/01/2023	Bill Payment (Check)	2943	SEIU Local 620	Union dues, Check date 11/05/2023	-209.52
11/02/2023	Bill Payment (Check)	2947	Central Coast Electric, Inc.	Invoice# 1466	-1,500.00
11/02/2023	Check	ACH	Payroll People		-52,637.43
11/02/2023	Expense		CalPERS Fiscal Services Division		-75.00
11/06/2023	Bill Payment (Check)	2951	Mission Country Disposal	Acct# 4130-8101951	-199.98
11/06/2023	Bill Payment (Check)	2952	MP Cloud Technologies	Invoice# 6900	-599.00
11/06/2023	Bill Payment (Check)	2953	Twelve Toes Promotions	Invoice #2023-086	-2,443.75
11/06/2023	Bill Payment (Check)	2954	Blue Shield of California	Refund AR2308090813495B	-405.24
11/06/2023	Bill Payment (Check)	2949	Coastal Copy	Acct# CC45 Inv# 1084461	-179.93
11/06/2023	Bill Payment (Check)	2948	Antonio Mercado	October yard work	-150.00
11/06/2023	Bill Payment (Check)	2950	K. Paul Butterfield	Mileage reimbursement	-47.16
11/06/2023	Expense		Pacific Premier Bank	stop payment fee check# 2819	-30.00
11/07/2023	Bill Payment (Check)	2960	PG&E - ending 810-8	Acct# 5179258810-8	-1.48
11/07/2023	Bill Payment (Check)	2957	JB Dewar, Inc.	Invoice# 275276	-73.81
11/07/2023	Bill Payment (Check)	2955	Cambria Hardware Center	Acct# 205	-83.57
11/07/2023	Bill Payment (Check)	2956	Graybar Financial Services	Contract# 100-5910031-001	-163.24
11/07/2023	Bill Payment (Check)	2962	Zoll Medical Corp.	Invoice# 3843497	-767.91
11/07/2023	Bill Payment (Check)	2961	US Bank Card	Account ending in 3652	-787.90
11/07/2023	Bill Payment (Check)	2958	Liebert Cassidy Whitmore	CA041-00003 Inv# 252834	-1,615.00
11/07/2023	Bill Payment (Check)	2959	PG&E - #A ending 348-9	Acct# 9976402348-9	-490.32
11/07/2023	Expense		CalPERS Fiscal Services Division		-200.00
11/08/2023	Expense		CalPERS Fiscal Services Division		-11,245.99
11/09/2023	Bill Payment (Check)	2963	SDRMA P/L	Member# 7576 P/L invoice	-15,613.00
11/09/2023	Bill Payment (Check)	2966	EDIS	Voided	0.00
11/09/2023	Bill Payment (Check)	2967	Kitzman Water (Culligan)	Acct# 190231	-65.00
11/09/2023	Bill Payment (Check)	2965	BoundTree Medical	Inv# 85138606	-44.12
11/09/2023	Bill Payment (Check)	2968	Zoll Medical Corp.	Invoice# 90094066	-2,091.08
11/09/2023	Expense		CalPERS Fiscal Services Division		-18,411.59
11/09/2023	Expense		WORLDPAY CC		-118.64
11/09/2023	Bill Payment (Check)	2969	K. Paul Butterfield	2nd step TB test & Mileage reimbursement	-77.16
11/09/2023	Bill Payment (Check)	2964	SDRMA WC	Member# 7576 W/C invoice	-17,810.70
11/13/2023	Bill Payment (Check)	2971	Coast Unified School District	Invoice# 071123	-787.50
11/13/2023	Bill Payment (Check)	2973	The Mobile Oil Changers	Service Orders# 3888 & 3889	-365.00
11/13/2023	Bill Payment (Check)	2974	West America Bank	526 000 0303-32-0409 526-01261	-5,035.12
11/13/2023	Bill Payment (Check)	2972	Professional Print & Mail, Inc.	Invoice# 118461	-7,078.24
11/13/2023	Bill Payment (Check)	2970	EDIS		-100.00
11/15/2023	Bill Payment (Check)	2979	Danny Takaoka	Dec 2023 Health premium	-2,110.78
11/15/2023	Bill Payment (Check)	2977	Coast Unified School District	Invoice# 240008 & 240009	-90.00
11/15/2023	Bill Payment (Check)	2983	Helping Hand Health Education	Invoice# 4020	-11.00
11/15/2023	Bill Payment (Check)	2984	Vanir Construction Management, Inc.	Invoice# 176963	-14,060.00
11/15/2023	Bill Payment (Check)	2978	Daniel Cariaga	Dec 2023 Health premium	-1,147.86
11/15/2023	Bill Payment (Check)	2981	Donald Melendy	Dec 2023 Health premium	-1,147.86
11/15/2023	Bill Payment (Check)	2982	Heidi Holmes-Nagy	Dec 2023 health premium	-870.91
11/15/2023	Bill Payment (Check)	2975	Airgas West	Invoice# 5503519105	-853.81

Cambria Community Healthcare District

Transaction Detail by Account

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
11/15/2023	Bill Payment (Check)	2980	Denise Codding	Dec 2023 health premium	-556.74
11/15/2023	Bill Payment (Check)	2976	BoundTree Medical	Inv# 85146202	-139.70
11/16/2023	Bill Payment (Check)	2986	SEIU Local 620	Union dues, Check date 11/20/2023	-182.88
11/16/2023	Bill Payment (Check)	2985	Ameritas Life Insurance Corp.	Policy# 58022	-1,033.04
11/17/2023	Check	ACH	Payroll People		-43,155.44
11/20/2023	Bill Payment (Check)	2989	SpectrumVoIP	Acct# 8059278304	-21.29
11/20/2023	Bill Payment (Check)	2988	Pitney Bowes	Invoice# 3106369870	-35.00
11/20/2023	Bill Payment (Check)	2987	Mutual of Omaha	Group ID# G000BZ6W	-144.00
11/21/2023	Expense		CalPERS Fiscal Services Division		-200.00
11/21/2023	Expense		CalPERS Fiscal Services Division		-1,175.36
11/21/2023	Expense		CalPERS Fiscal Services Division		-1,089.87
11/21/2023	Expense		CalPERS Fiscal Services Division		-4,205.60
11/28/2023	Bill Payment (Check)	2992	Charter Communications	Acct# 824510113 0094588	-459.93
11/28/2023	Bill Payment (Check)	2996	Verizon Wireless	Acct# 271000184-00002	-401.48
11/28/2023	Bill Payment (Check)	2997	Wex Bank	Invoice# 93127523	-244.83
11/28/2023	Bill Payment (Check)	2994	Liebert Cassidy Whitmore	CA041-00003 Inv# 253726	-170.00
11/28/2023	Bill Payment (Check)	2995	Professional Print & Mail, Inc.	Invoice# 118694	-2,517.50
11/28/2023	Bill Payment (Check)	2993	J. Curtis Reid	NREMT Paramedic refresher course reimbursement	-260.00
11/28/2023	Bill Payment (Check)	2990	Airgas West	Invoice# 9144117263	-488.47
11/28/2023	Bill Payment (Check)	2991	CCSD	Acct# 450-0245-001	-601.44
11/28/2023	Bill Payment (Check)	ACH	KS StateBank		-3,621.48
11/29/2023	Expense		CalPERS Fiscal Services Division		-1,089.87
11/29/2023	Expense		CalPERS Fiscal Services Division		-1,175.36
11/29/2023	Expense		CalPERS Fiscal Services Division		-1,247.83
11/29/2023	Expense		CalPERS Fiscal Services Division		-4,389.19
11/29/2023	Expense		CalPERS Fiscal Services Division		-11,231.33
11/29/2023	Expense		CalPERS Fiscal Services Division		-143.33
11/29/2023	Expense		CalPERS Fiscal Services Division		-133.83
11/30/2023	Expense		Pacific Premier Bank		-6.75
11/30/2023	Expense		Pacific Premier Bank		-1.30
11/30/2023	Check	ACH	CalPERS Fiscal Services Division		-830.81
Total for 11200 PP (5645) Operating					\$ -246,849.04



CAMBRIA COMMUNITY HEALTHCARE DISTRICT
BOARD AGENDA STAFF REPORT – 01

TO: Board of Directors

FROM: Director Mileur,

Linda Hendy, Administrator

DATE: December 19, 2023

AGENDA DESCRIPTION: Ambulance Station – Replacement of Main Electrical Panel

RECOMMENDATION: The Property & Facilities Committee is recommending Board approval of Thoma Electric's proposal to replace the main electrical panel located on the outside of the District's facility.

FISCAL IMPACT: Budget adjustment to line item: Facility Repair and Maintenance in the amount not to exceed \$9,900.

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. The last remaining item to be completed is the replacement of the facility's electrical panel. In July, the District scheduled the panel replacement with Pacific Gas and Electric and a hired electrician. Unfortunately, due to circumstances out of the District's control, the representative from PG&E postponed the panel installation until the District provided newly required drawings from a licensed Electrical Engineer.

Director Mumper, Administrator Hendy, and Supervisor Hoover met onsite with Jeff Thoma and Thoma's main Electrician to review the panel replacement needs. Mr. Thoma contacted the representative from PG&E and confirmed their requirements for the replacement.

CONCLUSION: Thoma Electric, proposes to furnish labor, materials, and equipment to perform the electrical scope of work to replace the electrical panel including providing Licensed Professional Engineered plans and San Luis Obispo County permits.

ATTACHMENTS:

1. Thoma Electric – Ambulance Station Meter Main Replacement Proposal

BOARD ACTION: Motion to approve to contract with Thoma Electric to replace the main electrical panel. Budget adjustment not to exceed \$9.900.

Date of Vote: December 19, 2023

UNANIMOUS: __

MONTALVO __ MILEUR __ FEDOROFF __ MUMPER __ KULESA __



December 6, 2023

Proposal for Electrical Work

To: CCSD – CCHD Ambulance Station Meter Main Replacement

Attn: Linda Hendy, Administrator/Finance

Re: CCHD Ambulance Station Meter Main Replacement, Cambria, CA

Thoma Electric, Inc. proposes to furnish labor, materials, and equipment to perform the electrical scope of work for the above project, with qualifications as follows:

Qualifications:

Note: No addenda acknowledged.

Inclusions:

- Demolition of existing 200-amp exterior-mounted meter.
- Re-use existing PG&E riser including weather head and wire.
- Provision and installation of a new 200-amp meter main with test-bypass and 200-amp main breaker.
- Terminate existing feeder on new meter main.
- Make existing meter main grounding code compliant. Use existing ground rod.
- The services of a Licensed Professional Engineer to produce an approvable set of plans by the County Of SLO.
- Coordination with PG&E for application and scheduling of disconnect and reconnect.
- Coordination with the County of SLO for inspection and application of meter green tag.
- Applicable sales tax.

Exclusions:

- Electrical work referenced on other sheets, which are not a part of the electrical design, unless specifically itemized in this proposal.
- Overtime. This proposal is based on all work being performed during our normal business hours between 7:00 a.m. to 3:30 p.m., Monday through Friday.
- Temporary utilities, temporary lighting and power, construction trailer power, etc.
- Framing for support of light fixtures, panels, or other electrical materials.
- Cutting, patching, etc. of walls, floors, ceilings, etc.
- Building permit fees, and utility company fees and charges.
- Bond premium. If required, our bond rate is approximately 1%.
- Painting.

**3562 Empleo St., San Luis Obispo, CA 93401
Dept. of Industrial Relations #100000812
Contractor's License # (C-10) 274276**

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Clarifications:

- Assumes Builder's Risk Insurance is paid for and covered by the General Contractor or Owner.
- Our proposal is contingent upon PG&E's approval of a disconnect and reconnect only to replace the existing meter.
- Our Bid is conditioned on: A mutually acceptable form of Purchase Order or contract document. Please carefully note the Inclusions, Exclusions, and Clarifications contained in this proposal, as Thoma Electric will require this proposal to be attached to any contract offered by you as our complete Scope of Work.
- In the event of a Force Majeure Event, including tariffs, the obligations of the parties and the time period for the performance of such obligations shall be adjusted to the extent such parties are prevented or hindered. The affected party shall give prompt, written notice of such Force Majeure Event to the other party. A Force Majeure Event shall mean any one or more of the following events that adversely affects the operation of either party under this Agreement including: fire, earthquake, storm, labor interruptions, any act or omission of any government authority, civil unrest, material shortages and/or delivery delays through standard supply chains; or any other event beyond the Parties' reasonable control.
- The proposal may be withdrawn by us if not accepted within (30) days.

Pricing:

Lump Sum Quote: \$9,900.00

Please call if you have questions regarding this proposal.

Jared Hubbard
Project Estimator

Trelleborg Compressor Power Installation Proposal R1



**CAMBRIA COMMUNITY HEALTHCARE
DISTRICT BOARD AGENDA STAFF REPORT – 02**

TO: Board of Directors

FROM: Linda Hendy, Administrator

DATE: December 19, 2023

AGENDA DESCRIPTION: Nominations and Election of Officers

RECOMMENDATION: The Cambria Community Healthcare District Board President will accept nominations for the following Board positions to serve in 2024.

- President
- Vice President
- Secretary
- Treasurer

FISCAL IMPACT: None at this time

DISCUSSION: The District is required to elect a President and appoint officers to positions on the District's Board of Directors. In December of each year, the current President will accept nominations for the positions listed above.

ATTACHMENTS: None at this time.

BOARD ACTION: Vote to approve nominations for 2024.

Date of Vote: December 19, 2023 UNANIMOUS: __

MONTALVO__MILEUR__FEDOROFF__MUMPER__KULESA__



CAMBRIA COMMUNITY HEALTHCARE
DISTRICT BOARD AGENDA STAFF REPORT – 03

TO: Board of Directors

FROM: Linda Hendy, Administrator

DATE: December 19, 2023

AGENDA DESCRIPTION: Assignments to Board Committees

RECOMMENDATION: The President of the Cambria Community Healthcare District Board will propose assignments for the Chairs of the following committees:

- Finance Committee – Bruce Mumper
- Property & Facilities – Laurie Mileur
- Healthcare Advocacy & Outreach – Dawn Kulesa
- Development Committee – Laurie Mileur

FISCAL IMPACT: None at this time

DISCUSSION: Each year the Board President proposes assignments for Board members to Chair District committees.

ATTACHMENTS: None at this time.

BOARD ACTION: Vote to approve Board members to Chair identified committees in 2024.

Date of Vote: December 19, 2023 UNANIMOUS: ___

MONTALVO___MILEUR___FEDOROFF___MUMPER___KULESA___