



Ross Valley Paramedic Authority

MEMBER AGENCIES

Town of Corte Madera
Town of Fairfax
Kentfield Fire Dist.
City of Larkspur
County of Marin
Town of Ross
Town of San Anselmo
Sleepy Hollow Fire Dist.

BOARD OF DIRECTORS MEETING

Thursday, June 4, 2020 @ 6:30 p.m.

<https://zoom.us/j/96972538164>

By Phone 253-215-8782

Webinar ID: 969 7253 8164

1. Call to Order- Board Chair
2. Roll Call- Executive Officer
3. Pledge of Allegiance – Board Chair
4. Open Time for Public Input. Members of the Public have an opportunity to comment on items not on tonight's agenda. Each member of the public has two minutes in which to speak. Board members and staff are not able to engage in dialogue, answer questions or act on any of the items brought forward. At the Board's discretion, matters brought forth may be placed on a future agenda.
5. Review and approve Meeting Minutes: Staff recommends that the Board approve the meeting minutes from the May 7, 2020 meeting.
6. NEW BUSINESS
 - a. Adoption of FY 2020-21 Budget by resolution. *Recommendation: Adopt resolution and subsequent FY 2020-21 budget.*
 - b. Adoption of ambulance service fees by resolution. *Recommendation: Adopt resolution and subsequent ambulance service fees.*
 - c. Funding of reserves. *Recommendation: Staff recommends moving funds from the unassigned fund balance to fund balance reserve equipment account, as outlined in your Boards financial policy for reserve accounts.*
7. OLD BUSINESS
 - a. No old business
8. CQI Reports (Quarterly). Staff recommends that the Board receive any oral/written updates from the CQI managers. *Recommendation: Direct staff as needed.*
 - a. Marin County: Heather Price Fair
 - b. Central Marin Fire: Liz Froneberger
9. Review RVPA Expense Sheet (attached).
10. Transport Billing Data Review (attached).
11. Announcements/Future Agenda Items.
12. Adjournment.

Submitted, /s/ Jason Weber, Executive Officer

ATTENTION: This will be a virtual meeting of the Ross Valley Paramedic Authority pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jason Weber at

jweber@marincounty.org

ROSS VALLEY PARAMEDICS AUTHORITY
Held a meeting:
6:30 p.m. Thursday, May 7, 2020
Via teleconference due to Coronavirus (COVID-19)

1. Call to Order- Chair Corbet called the meeting to order at 6:40 p.m.
2. Roll Call
Board Member Attendance: Chair Corbet, Finn, Hillmer, Meagor, Przybylski, Ravasio, Reed, Salmen
Staff Present: Weber, Froneberger, McTigue, Orme, Pomi, Shurtz,

3. Pledge of Allegiance

4. Open Time for Public Input

Executive Officer Weber gave a “shout out” to all the nurses and wished them Happy Nurses Day!

5. Review and approve meeting minutes March 5, 2020

M/s, Przybylski/Reed, to approve the minutes of March 5, 2020 as submitted.

Ayes: All

6. New Business

- a. Covid-19 update and RVPA impacts

Executive Officer Weber presented a staff report. He reported Fire Chiefs throughout the County have been meeting remotely several times a week to work thorough issues including protocols, protective equipment, etc. To date no first responders have tested positive. They are testing about twenty to forty firefighters/paramedics per day. Additional PPE and respiratory protection were obtained early in the pandemic. County Fire Departments came together to develop Countywide procedures in the event they exceed EMS capacity. They established “cold/hot/warm” zone protocols for the stations and hired a contractor for three separate locations to decontaminate ambulances after every transport. They worked with the skilled nursing facilities and acute care facilities to try to limit exposure. The largest volume of patients are coming from these facilities. They are also working on public information. They have seen a spike in cardiac arrests partly due to a reluctance to call 911.

Boardmember Selman asked what percentage of first responders have been tested. Executive Officer Weber stated there are about 400 professional firefighters in the County and about 140 have been tested. They plan to get on a regular testing cycle. There is a 50% chance of getting a “false negative” for asymptomatic patients. They are working on antibody testing. He noted resources will start to get taxed during fire season.

Ms Froneberger stated the Department of Public Health (DPH) is conducting an extensive outreach program to every board and care facility, congregate living facility, sober living facility, or other places where two unrelated individual are living in the same household. They are contacting hundreds of these facilities offering masks, training, “meet and greets”, etc. This has been on-going. To date there are 247 active cases and 14 deaths in Marin County. She stated that herd immunity does not kick in until you have 65% to 70% of the population testing positive for the antibody test. She stated the search for an accurate antibody test continues.

b. Presentation of preliminary budget Fiscal Year 2020/21

Larkspur Finance Director Orme presented a staff report. She noted Property Taxes are a stable revenue stream and she is anticipating a slight increase of 4%. The other good news is that the prior year finished strong and they are on track for this year to also finish strong. Overall expenditures show a slight increase of 4%. Projections show a fund balance of \$66,000 if expenses stay on track. It is unknown whether the cost of supplies will spike and the Board could look at this at a mid-year review. She noted they have experience several strong years and have the reserves to cover any unforeseen spikes.

Executive Office Weber stated one of his concerns has been Ambulance Revenue which has been inconsistent partly due to the change in the billing agency. The call volume throughout the County is down about 23% and they will see a net impact in the ambulance billing. They should be safe with the anticipated \$900,000 in revenue. Other revenue sources include the Parcel Tax which will remain stable. Agency contracts are capped at 3% which helps with any growth issues. He noted they were putting away \$75,000 per year for equipment (defibrillators) and the ambulance. This is a balanced budget due to the Board’s conservative fiscal approach.

Chief Shurtz stated he is not projecting any salary increases for the upcoming fiscal year.

Boardmember Meagor referred to the “defibrillator” line item and noted the year to date expenditure (\$11,700) was the same as last years. He asked if it should be increased. Executive Officer Weber stated that would be adjusted. He discussed some changes to the Ross Valley Fire Authority line item. He stated the Board would approve the Final Budget through a resolution at the next meeting.

M/s, Meagor/Reed, to accept the Preliminary Budget for Fiscal Year 2020/21 with the amendments suggested by Boardmember Meagor.

Ayes: All

- 7. Old Business
 - None
- 8. CQI Reports
 - a. Marin County

Battalion Chief McTigue reported on the following: 1) Dispositions; 2) Transport Mode from Scene; 3) Non Transports; 4) Call by City; 5) Response by City; 6) Transports by Destination; 7) Facility. He noted the first quarter statistics were reflective of what was going on prior to getting hit hard by Covid-19. The majority of the calls were transported by Medic 18 or Medic 14, most of them to Marin General Hospital. The majority of calls come from San Anselmo and Fairfax. He reported they are seeing more cardiac arrest and stroke calls. A video went out to the public urging them to call 911 if necessary and assuring them that transports are safe. He reported the hiring of three new firefighter/medics for the Ross Valley.

b. Central Marin Fire

Ms. Froneberger reported on the following: 1) Dispositions; 2) Transport Mode from Scene; 3) Non Transports; 4) Call by City; 5) Response by City; 6) Transports by Destination; 7) Facility. She noted she and Ms. Price-Fair intentionally prepared two differently formatted reports for the Board. The new format is a one-page document that is pretty compact. Staff is looking for consistency. She asked the Board to decide which one they prefer. She noted San Quentin Prison was quiet in terms of calls for the first quarter. There will be a big difference between the first and second quarter in terms of the statistics (cardiac arrests, "dead on scene", etc.).

Ms Froneberger stated the Survivor's Dinner has been rescheduled from May to September 10th. She stated it is the Ten Year Anniversary.

9. Review RVPA Expense Sheet

Executive Officer Weber presented a staff report. There was nothing out of the ordinary

There were no questions or comments from the Board.

10. Transport Billing Data Review

Executive Officer Weber presented a staff report. He had a conference call with Wittman and Associates who provided more details. They project over \$1 million in Transport Revenue for the end of the fiscal year. This is above the projection.

11. Announcements/Future Agenda Items

Chief Pomi stated this is the time of year that each member agency needs to adopt the Parcel Tax Resolution. The updated amount should be \$83.50. Executive Officer Weber agreed and stated it must be on the Council agendas before July 1st.

12. Adjournment- Chair Corbet adjourned the meeting at 7:10 p.m. The next meeting will be held on Thursday, June 4th.

Respectfully submitted,
Toni DeFrancis,
Recording Secretary

RVPA Staff Report

TO: RVPA Board

FROM: Jason Weber, Executive Officer

SUBJECT: Presentation of Final Budget for FY 2020-21, Adoption of associated resolutions

MEETING DATE: June 4, 2020

DISCUSSION:

The preliminary – RVPA draft budget for the 2020-21 fiscal year was presented at the May 7, 2020 meeting. The Revenue portion of the budget reflects anticipated revenues based on the property tax increasing to \$83 per living unit per 1,500 square feet of structure developed parcel in non-residential use. Projected transport billing revenue is also provided.

As noted at the May 7th meeting, staff is proposing the following changes that are considered routine:

1. Adjustment for the Marin County Fire Contract
2. Adjustment to the Central Marin Engine Company Medic program
3. Adjustment to the Ross Valley Engine Company Medic program
4. Increase in budgeted revenues

It should be noted that our budget is operating without the use of reserves to balance.

At the end of fiscal year 2019-20 RVPA's Change in Net Position was a positive \$364,199. Staff recommends transferring \$150,000 from the unassigned fund balance to Assigned Vehicle/Equipment Replacement and 200,000 to Assigned Fund Reserve, as outlined in your Boards financial policy for reserve accounts. This will bring Assigned Fund Balances Vehicle/Equipment to \$150,000 and General Fund Reserve to \$300,000.

Ambulance transport fees make a up a large part of the revenue to support RVPA's operations. Costs of medical supplies, personnel costs and equipment rise regularly and generally greater than Bay Area CPI.

STAFF RECOMMENDATION:

Adoption of the 2019-20 Budget by resolution. Transfer of \$350,000 from the unassigned fund balance to assigned fund balance; and Adoption of 2020-21 ambulance fees an increase of 3%; and Adoption by resolution reaffirming the Boards reserve policies.

RESOLUTION NO. 01/20

ADOPTION OF BUDGET FOR FISCAL YEAR 2019/20

WHEREAS, the Ross Valley Paramedic Authority board has reviewed the budget for the fiscal year 2020/21:

NOW, THEREFORE BE IT RESOLVED that the budget outlined below be, and the same is hereby adopted as, and declared to be the adopted budget for the Ross Valley Paramedic Authority for fiscal year 2020/21 in the amount of \$2,772,426 appropriated as follows:

Revenue:

Fund	Account Number	Account Name	2020-2021 Total Budget Bud 2020-2021
705	705-1204-101004	INVESTMENT EARNINGS	(2,200)
705	705-1205-200002	KENTFIELD FIRE DIST	(234,660)
705	705-1205-200003	CITY OF LARKSPUR	(629,291)
705	705-1205-200004	COUNTY SER AREA 27	(60,716)
705	705-1205-200007	TOWN OF FAIRFAX	(311,099)
705	705-1205-200009	TOWN OF ROSS	(79,600)
705	705-1205-200010	SLEEPY HOLLOW FIRE DIST	(75,670)
705	705-1205-200013	SAN ANSELMO	(495,297)
705	705-1207-103000	OTHER REVENUE	(5,000)
705	705-1207-103005	TRANSPORT BILLING	(900,000)
705	705-1308-109006	DISPOSITION OF PROPERTY	-
705	705-9999-359001	TRANSFER FROM RESERVES	-
		Total Revenue	(2,793,533.33)

Expenses:

Fund	Account Number	Account Name	2020-2021 Total Budget Bud 2020-2021
705	705-0046-000-003000	PART TIME	5,000
705	705-0046-001-012001	FINANCIAL & ADMINISTRATIVE SERVICES	51,191
705	705-0046-001-012003	ALS BACK UP	70,000
705	705-0046-001-012012	CONSULTANT	5,150
705	705-0046-001-012031	DEFIBRILLATORS	12,000
705	705-0046-001-012038	TRANSPORT BILLING FEES	51,500
705	705-0046-001-012039	PARCEL TAX TRANSFER TO CM	9,628
705	705-0046-001-016000	LEGAL SERVICES	7,500
705	705-0046-001-018000	COUNTY CONTRACT	1,755,946
705	705-0046-001-018001	CQI PROGRAM	
705	705-0046-002-021000	AUTOMOTIVE FUELS	10,300
705	705-0046-002-024000	PRINTED & PHOTOGRAPHIC	1,000
705	705-0046-002-026000	OFFICE SUPPLIES	206
705	705-0046-002-028002	ENGINE MEDIC PROGRAM - RVFD	285,000
705	705-0046-002-028003	ENGINE MEDIC PROGRAM - LARKSPUR	175,433
705	705-0046-002-028004	EMS TRAINING/SUPPLY REIMB	90,000
705	705-0046-002-028010	DISPOSABLE MEDICAL SUPPLIES	77,500
705	705-0046-004-040000	POSTAGE	515
705	705-0046-004-090002	MISC	1,030
705	705-0046-005-053000	AUTOMOTIVE EQUIPMENT REPAIRS	7,000
705	705-0046-006-064000	INSURANCE/MISC	5,400
705	705-0046-007-070000	DUES/MEMBERSHIP/SUBSCRIPTION	-
705	705-0046-007-073004	ADJ TO BAL BUDGET	-
705	705-0046-007-073008	TAX COLLECTION SERVICE	8,240
705	705-0046-007-074000	RENT	31,827
705	705-0046-007-075002	PMTS TO OTHR AGENCIES	34,000
705	705-0046-008-087001	OTHER EQUIPMENT/BUILDING	2,060
705	705-0046-008-087002	EQUIPMENT REPLACEMENT	75,000
705	705-0046-008-087008	OTHER EQUIPMENT	
		Total Expense	2,772,426.00
		(FAV)unfav	(21,107.33)

NOW, THEREFORE BE IT RESOLVED After receiving our audited financials for FY 18-19, our current cash position and our net position will allow us to continue to work towards the goals established by your Board for reserve fund balances.

NOW, THEREFORE BE IT RESOLVED At the end of fiscal year 2019/20 RVPA's Change in Net Position was a positive \$364,199.

NOW, THEREFORE BE IT RESOLVED transfer \$150,000 from the unassigned fund balance to Assigned Vehicle/Equipment Replacement and 200,000 to Assigned Fund Reserve, as outlined in your Boards financial policy for reserve accounts. This will bring Assigned Fund Balances Vehicle/Equipment to \$150,000 and General Fund Reserve to \$300,000.

IT IS HEREBY CERTIFIED that the board of the Ross Valley Paramedic Authority duly introduced and regularly adopted the foregoing resolution at a regular meeting on the 4th day of June 2020 by the following vote:

AYES: BOARDMEMBERS:

NOES: BOARDMEMBERS:

ABSENT: BOARDMEMBERS:

Board President

ATTEST:

Executive Officer

RESOLUTION NO. 02/20

ADOPTION OF AMBULANCE SERVICE FEES

WHEREAS, the Ross Valley Paramedic Authority board has reviewed the proposed ambulance service fees:

NOW, THEREFORE BE IT RESOLVED that the proposed fee schedule outlined below, is hereby adopted as, and declared to be the adopted fee schedule for the Ross Valley Paramedic Authority effective July 1, 2020 as follows:

Fee Type	Current Fee	Proposed Fee 7/1/20
ALS	\$1967	\$2026
BLS	\$1967	\$2026
Mileage	\$50.32	\$50.32
Oxygen	\$145.00	\$145.00
Treat Non-Transport	\$444.29	\$457.62
First Responder	\$0	\$0
12 Lead	\$297.83	\$306.76
3 Lead	\$163.52	\$168.43
ALS Disposables	\$380.04	\$391.44
BLS Disposables	\$317.34	\$326.86
Extra Attendant	\$131.15	\$135.08
Wait Time	\$72.31	\$74.48

IT IS HEREBY CERTIFIED that the board of the Ross Valley Paramedic Authority duly introduced and regularly adopted the foregoing resolution at a special meeting on the 4th day of June 2020 by the following vote:

AYES: BOARDMEMBERS

NOES: BOARDMEMBERS

ABSENT: BOARDMEMBERS

Board President

ATTEST:

Executive Officer

RESOLUTION NO. 03/20

A RESOLUTION OF THE ROSS VALLEY PARAMEDIC AUTHORITY REVISING RESOLUTION 02/19 FOR THE CLASSIFICATION OF FUND BALANCES AS REQUIRED BY GASB 54 AND ADOPTION OF THE FUND BALANCE POLICY

WHEREAS, the Ross Valley Paramedic Authority wishes to adhere to the reporting requirements as set forth by the Governmental Accounting Standards Board (GASB) Statement 54 Fund Reporting and Governmental Fund Type Definitions; and

WHEREAS, the Board of Directors of the Ross Valley Paramedic Authority has considered the Fund Balance Policy which outlines the policy and procedures enacted to accurately categorize and report fund balance in the General Fund; and

WHEREAS, the Authority will categorize according to the following components: Nonspendable (including but not limited to inventory and prepaid), Restricted (external restrictions), Committed (imposed by resolution), Assigned (general intent for specific use) and Unassigned (residual); and

WHEREAS, the Authority is committed to maintain a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unexpected expenditures; and

NOW THEREFORE BE IT RESOLVED that the Authority Board of Directors hereby adopts the following policy:

FUND BALANCE POLICY

This Fund Balance policy establishes the procedures for reporting fund balances in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the Authority against unforeseen circumstances and events such as revenue shortfalls. It also allows the Authority to assign funds for future anticipated expenditures.

The Ross Valley Paramedic Authority will have, in reserve, funds that the Authority intends to use for specific purposes. The Authority has Assigned and Unassigned reserve funds in place.

Fund balance measures the net financial resources available to finance expenditures of future periods. There are five separate components of the fund balance, each of which identifies the extent of which the Authority is bound to honor constraints on the specific purposes for which amounts can be spent.

The five available types of fund balance are:

- Nonspendable fund balance (inherently nonspendable)
- Restricted fund balance (externally enforceable limitations on use)
- Committed fund balance (self-imposed limitations on use)
- Assigned fund balance (limitation resulting from intended use)
- Unassigned fund balance (residual net resources)

Assigned Fund Balance:

Amounts that are constrained by the Authority’s intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the Authority Board of Directors.

Vehicle/Equipment Replacement: The purpose of the fund is to provide for the orderly and timely replacement of ambulances and emergency equipment. A vehicle and equipment replacement schedule is to be prepared by the Executive Officer or his/her designee.

General Fund Reserve: It is a goal of the Authority to maintain a General Fund reserve of, at a minimum, 20% of the projected operating expenditures for each fiscal year. These reserves are intended to be used in the event of a financial shortfall and for purpose of providing sufficient working capital. Should the General Fund reserve fall below 20%, the Authority will implement measures to restore the reserve percentage to 20%.

Unassigned Fund Balance:

These are residual positive net resources of the General Fund in excess of what can be properly classified in an Assigned Fund.

For purposes of fund balance classification, when multiple categories of fund balance are available for expenditure, funds are to be spent from restricted fund balance first and then unrestricted. Expenditures incurred in the unrestricted fund balances shall be reduced first from the committed fund balance, then from the assigned fund balance and lastly, the unassigned fund balance.

This policy should be revisited, at the time of budget adoption, each year for review.

* * * * *

IT IS HEREBY CERTIFIED that the board of the Ross Valley Paramedic Authority duly introduced and regularly adopted the foregoing resolution at a regular meeting on the 2nd day of June 2016 by the following vote:

AYES:

NOES:

ABSENT:

Board President

ATTEST:

Executive Officer



City of Larkspur, CA

Detail Report Account Detail

Date Range: 05/01/2020 - 05/31/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance				
Fund: 705 - ROSS VALLEY PARAMEDIC								
705-0046-000-003000	PART TIME	1,880.00	120.00	2,000.00				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/21/2020	APPKT05502	RVPA 05/07/2020	78031	RVPA - Meeting Minutes 05/07/2020	1236 - DeFrancis, Toni		120.00	2,000.00
705-0046-001-012038	TRANSPORT BILLING FEES	34,654.44	2,877.06	37,531.50				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/21/2020	APPKT05503	20040247	78047	RVPA - Ambulance Billing APR 2020	1162 - WITTMAN ENTERPRISES, LLC		2,877.06	37,531.50
705-0046-001-012039	PARCEL TAX TRANSFER TO CM	0.00	9,164.00	9,164.00				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/08/2020	APPKT05479	2019/20 CSA	77840	RVPA - CSA 2019/20	5477 - Central Marin Fire Authority.		9,164.00	9,164.00
705-0046-001-018000	COUNTY CONTRACT	0.00	825,932.83	825,932.83				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/08/2020	APPKT05480	2020ARVPA	77848	RVPA - Paramedic Staffing 1/2 2020	1371 - MARIN COUNTY FIRE DEPARTMENT		825,932.83	825,932.83
705-0046-002-028010	DISPOSABLE MEDICAL SUPPLIES	53,486.41	2,216.26	55,702.67				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/08/2020	APPKT05479	83615325	77838	RVPA - Disposable Medical Supplies	4495 - Bound Tree RVPA		483.26	53,969.67
05/21/2020	APPKT05502	83613633	78027	RVPA - Disposable Medical Supplies	4495 - Bound Tree RVPA		1,104.15	55,073.82
05/21/2020	APPKT05502	9970682540	78024	RVPA - Oxygen Rental	1644 - AIRGAS USA, LLC		329.20	55,403.02
05/21/2020	APPKT05502	9970682541	78024	RVPA - Oxygen Rental	1644 - AIRGAS USA, LLC		299.65	55,702.67
705-0046-004-040000	POSTAGE	1,283.19	118.45	1,401.64				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/21/2020	APPKT05502	7-011-89544	78033	RVPA - Shipping	1700 - FEDEX		118.45	1,401.64

Detail Report

Date Range: 05/01/2020 - 05/31/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance
705-0046-008-087001	OTHER EQUIPMENT/BUILDING	795.50	81.95	877.45

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/08/2020	APPKT05479	8155 30 005 0005735 ...	77842	RVPA - Internet Services MAY 2020	4741 - Comcast - RVPA / Rescue 40		81.95	877.45

Total Fund: 705 - ROSS VALLEY PARAMEDIC: Beginning Balance: 92,099.54 Total Activity: 840,510.55 Ending Balance: 932,610.09

Grand Totals: Beginning Balance: 92,099.54 Total Activity: 840,510.55 Ending Balance: 932,610.09

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
705 - ROSS VALLEY PARAMEDIC	92,099.54	840,510.55	932,610.09
Grand Total:	92,099.54	840,510.55	932,610.09