

TRINITY COUNTY LIFE SUPPORT

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS
610 Washington Street, Weaverville, CA 96093
Wednesday, January 20, 2021; 10:30 a.m.

MEMBERS PRESENT: Gus Kormeier, Scott Alvord, Todd Corbett, Serena Brown, Carol Minor, Tim Saxon,

MEMBERS REMOTE ATTENDANCE:

MEMBERS NOT PRESENT:

OTHERS PRESENT: Tiffany Wong, Kathy Ratliff, Patricia Wyckoff, Laoise Tippett

OTHERS REMOTE PRESENT:

1. Call Meeting to Order: Gus Kormeier, called the regular meeting of Trinity County Life Support to order at 10:35 a.m.
2. Adoption of Agenda: Scott Alvord moved to approve the adoption of the agenda of Wednesday, January 20, 2020 as presented.
Seconded by Carol Moore
Votes: 5 ayes, unanimous
3. Approval of Minutes: Approval of the regular meeting minutes of December 16, 2020. Carol Moore moved to approve the regular meeting minutes of December 16, 2020 as presented.
Seconded by Serena Brown
Votes: 5 ayes, unanimous
4. Public Comment: None presented
5. Correspondence: None presented
6. Old Business:
 - a. Discuss maintaining operation under the current configuration until June 30, 2021. Kathy presents maintaining operation under Trinity County Life Support during the transition period of January 01 – July 1, 2021 of fiscal year. Benefits of this transition period will allow studying billing cycles, policies and hiring general manager. In addition, researching and deciding on Medicare validation change, which may have a six-month lag in revenue. Kathy looked at previous Medicare validation records and saw that the last validation was a three-month revenue lag. With COVID restrictions in place, it could take up to six months. By doing the Medicare validation during the transition period, it will allow one validation with a smooth transition.
Scott Alvord moved to approve maintaining operation under the current configuration until June 30, 2021.
Seconded by Todd Corbett
Votes: 5 ayes, unanimous

b. Determine Board Positions and future Meeting days. Gus Kormeier moved to elect the following officers with title change; Chair; Scott Alvord, Vice Chair; Todd Corbett and Chair Secretary; Serena Brown with Board members Gus Kormeier, Carol Minor and Tim Saxon. All future meetings will continue on the 3rd Wednesday of each month, starting at 10:30 a.m. If needed, a break will be called, to start the Trinity Life Support CSD (TLS CSD) Board meeting at 11:30 a.m., on time.

Resuming, TCLS Board meeting, after the completion of TLS CSD board Meeting.

Seconded by Carol Minor

Votes: 5 ayes, unanimous

7. CLOSED SESSION: (Section 54957.b)

a. Personnel. Consensus of the Board to have Todd Corbett extend employment to Patricia (Pat) Wyckoff, TCLS Interim Administrator. Leading and directing of Operations.

8. New Business:

a. FEMA grant application for new heart monitors. Pat presents that Kathy had a FEMA conference call regarding grant funding for Phillips monitor. FEMA requested three separate bids be submitted. Patty and Kathy are working on submission of bids. Unit 301, Phillip's monitor, is not working. The cost to purchase parts compared to purchasing a new Phillips monitor ended up being ½ price to purchase a new monitor. It has been ordered and on its way.

9. Finance

a. Review December Vendor Expenses. See attached. Consensus of approval

b. Review Balance sheet and year-end budget for 2020. See attached. Carol requests to correct year-end budget report title pertaining to Preliminary Year End Actuals January 1, 2021 – December 31, 2021 to reflect the correct year of 2020.

Scott Alvord moved to correct the preliminary year-end actual report title be July 1, 2020 - December 31 2020 Short Year Budget Adoption January 1, 2021-June 30, 2021.

Seconded by Gus Kormeier

Votes: 5 ayes, unanimous

c. Adopt short budget for January 1 2021 to June 30, 2021. See attached

Todd Corbett moved to approve short budge for January 1, 2021 to June 31, 2021.

Seconded by Carol Minor

Vote: 5 ayes, unanimous

d. Adopt 8% pay increase for employees not affected by the increase of minimum wage. Scott would like the pay increase for the employees retroactive to January 01, 2021.

Todd Corbett moved to approve 8% pay increase for employees not affected by the increase of minimum wage and make it retroactive to January 1, 2021.

Seconded by Serena Brown

Votes: 5 ayes, unanimous

e. Adopt a new salary schedule for placement of new employees. See attached

Carol Minor moved to approve new salary schedule for placement of new employees.

Seconded by Todd Corbett

Votes: 5 ayes, unanimous

10. Reports:

a. Board Reports: Tim Saxon submitted resignation letter as a TCLS Board of Director. His last meeting as a Board member will be the close of the TCLS Board of Directors meeting on January 20, 2021. He expresses his honor of service for 19 years. The Board responds with their appreciation and thanks for his years of service.

b. Membership: Tiffany presents the 2020 Trinity County Medical Transport Membership Trend report. Carol inquires on why the year total does not match up with preliminary year-end budget for 2020. The membership trend report includes member adjustments which are the write-offs.

b. Operations: Todd notifies the board that Unit #12 is with Coach Master to determine amount of work needed to get it back into safe operation status. He should be hearing from them within the next week or two on the status and their quote.

Pat presents; TCLS had two patient transport to the Coast and coordination was made with Mad River Ambulance to meet with our crew ½ way. Was a great coordination.

Current operations of the crew is transferring items out of Unit #12 into Unit #11. Unit #11 will need CHP inspection completed in order to go back in service. Currently, needs a master switch replaced. Todd is working on this replacement and then the CHP inspection will be scheduled.

TCLS Main office, Weaverville, office lighting has been changed to LED. Looking into garage lighting area replacement to LED. This should be another avenue for cost saving.

Pat relays. staffing is a current concern for the month of February. She is confident that shifts will be filled.

11. Next Meeting Wednesday, February 17, 2021; 10:30 a.m.

12. Adjournment by Gus Kormeier at 11:43 p.m.

Submitted by: T. Wong