



# CAMBRIA COMMUNITY HEALTHCARE DISTRICT REGULAR BOARD MEETING NOVEMBER 28, 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/86880933414>

Meeting ID: 868 8093 3414 Passcode: 629300

+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 October 24, 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 Update to Conceptual Design
2. Interim Supervisor Paramedic Duties and Compensation
3. Local Agency Investment Fund – Account Update
4. Standard Operating Procedures – Update Article 9 Employee Information

## **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 December TBD, 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 posted by the public during their discussion of an agenda item.



## CAMBRIA COMMUNITY HEALTHCARE DISTRICT

October 23, 2023

### REGULAR BOARD MEETING MINUTES

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

- 1) The meeting was called to order at 1:00 pm.
- 2) The Pledge of Allegiance was led by President Montalvo.
- 3) Director Mumper motioned to adopt a resolution to allow the Board to conduct the Board meeting within the AB2449 guidelines. The motion was seconded by Director Mileur. The 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 Director of Operations/Administrator Tim Benes, Director of Finance Linda Hendy, and Office Manager Simone Rathbun.

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

Eight members of the public were present.

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

The minutes from the September 23, 2023 Regular Board Meeting were submitted for review and approval. Director Kulesa requested that one correction be made under Committee Reports, item C to state that the San Luis Obispo Department of Public Health will be providing a Spanish translator. Director Mileur motioned to approve the minutes with this correction. Director Mumper seconded the motion and the Board approved 5/0.

#### **D) REPORTS**

- 1) Administrator/Operations Report: Unit 18 is currently in for repairs. The Versed shortage was discussed, alternative medications are expected to be available mid-November. An electrical engineer is to be contacted through Vanir Construction to help complete PG&E repairs, Interim Fire Chief Burkey is aware of delayed repair.
- 2) Financial Review: The September financials were discussed. General and special tax revenue were received in October for the month of September. An SDRMA workers compensation refund was received. There were no auditing or legal fees for the month of September. The 2022-2023 audit is scheduled to begin in November.
- 3) Committee Reports
  - A) President's Report: Will be covered as an agenda item.
  - B) Property & Facilities/Facility Project Ad-Hoc: The committee will be meeting with Rob Nash from Vanir, regarding updated cost estimates for facility remodeling or rebuilding and the electrical panel replacement project. The installation of a second shower is also planned for early 2024.

- C) Healthcare Advocacy & Outreach: A workshop was held with low turnout and the committee plans to consider a larger outreach program to increase attendance. Community dental screening has been moved to early 2024 due to the upcoming holidays.
- D) Finance: The committee met on October 11<sup>th</sup> to review the September financials and cash flow reports.
- E) Development: A \$3,000 grant application has been submitted to the SLO County Board of Supervisors, to help with the cost of Spanish translation of the Community Resource Guide. A FEMA grant application and letters to State Senators are to be completed next month.

**E) REGULAR BUSINESS**

1. A three month leave of absence has been requested by Tim Benes to begin on November 1, 2023. Director Mumper motioned to approve, Director Mileur seconded, and the Board approved 5/0.
2. There was a Board discussion regarding a revision to District management job descriptions for the position of Administrator/Director of Finance and the Director of Operations. These revisions are intended to better reflect the duties as they are currently being performed. The Board reviewed the proposed contracts, and related compensation changes. Some duties of the current Administrator/Director of Operations would shift to the Director of Finance and the Director of Finance would be deemed the Administrator. The Board proposed an annual compensation of \$120,000 for the Administrator/Finance and \$90,000 for the Director of Operations. To cover operation duties during the leave of absence for Director of Operations, it is proposed that three current paramedics share these responsibilities on an interim basis. The compensation for two of the paramedics would be \$1,000 per month and for the other paramedic it would be \$500 per month for a total of \$2,500 per month. Director Mumper motioned to approve the revised job descriptions, the revised compensation levels and the interim compensation for the three paramedics. Director Mileur seconded and the Board approved 5/0.
3. The Board provided input to the Cambria Community Healthcare Trust on a proposed change to the charitable purpose. The proposed change is intended to expand the purpose to include support for healthcare services, and community education. A 2023 charitable solicitation letter was discussed with the Board recommending to the Trust that donations be sought for a new ambulance acquisition in 2025.

**F) DECLARATION OF FUTURE AGENDA ITEMS**

Revised cost estimates for new or remodeled ambulance station to be presented by Rob Nash from Vanir Construction.

**G) ADJOURNMENT**

The meeting was adjourned at 2:02 pm.

The next regular meeting of the Board of Directors of the Cambria Community Healthcare District will be held on November 28, 2023, at 9:00 am at the Old Cambria Grammar School, 1350 Main Street, Cambria, California.



**OPERATIONS REPORT**  
**Board of Directors Meeting**  
**November 28, 2023**

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

**Supervisor Bryant:**

- **Transport Activity Report** – There has been a decrease in the total number of incidents and incidents requiring transport compared to October of 2022. There were 44 less incidents and 1 less transport.
- **Response Times and Delays** – In October 2023, 91.5% of calls were responded to within 10 minutes. There were 5 calls in which the response time was longer than the required 10 minutes. The majority were in the Lodge Hill West area which is notoriously difficult to get to in 10 minutes or less due to distance and navigation of multiple side roads.
  - There were 3 calls delayed by 2 minutes or less due to distance (Lodge Hill West). All but one was during night hours.
  - There was 1 call delayed by 3 minutes due to a mapping error in (Lodge Hill West).
  - There was 1 delay due to required staging for crew safety by dispatch.
- **Equipment/ Medications** – We are presently reorganizing the supply and medication stock and, ordering necessary supplies to guarantee that all units are well-stocked and prepared for immediate response. Recently, Unit 22 received, and staff successfully installed the new Fire Radio, which is operational without any issues. With this addition, Unit 22 now possesses all essential radios to ensure readiness for the anticipated county-wide encryption transition.
- **San Luis Ambulance (SLA) Transports/Coverage** – In October 2023 San Luis Ambulance had (0) Code 3 and (0) Code 2 calls in the CCHD service area. San Luis Ambulance was dispatched to “move up and cover” Cambria (14) times Code 8 and (0) times Code 11 for a total time covering the CCHD response area of 20 hours.

CCHD responded to (10) Code 3 and (1) Code 2 call 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 (2) times Code 11 for a total time covering the San Luis Ambulance service area of 16 hours and 13 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

CCHD crews were dispatched to “move up and cover” the San Luis Ambulance service area 34 times in October.

- **Monterey County Calls** - CCHD crews responded to 4 calls in Monterey County during the month of November. This is a decrease of one 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** – As of the beginning of November the District had a vacancy of one full-time paramedic. One full-time EMT is on a scheduled leave of absence for paramedic training. The District also received an additional resignation letter for one full-time paramedic who has accepted a position with Paso Robles Fire effective November 11, 2023. Vacant shifts for the month of November have been filled with the exception of Thanksgiving Day on Unit-Medic12. This leaves the possibility that the unit will be pulled from service and the District will staff one ambulance rather than two in order to provide service to the community.
1. **Recruitment-** Article 9 – Employment Information of the Districts Standard Operating Procedures (SOP) been reviewed. Proposed revisions are included in Agenda item 2. The proposed revisions would streamline both the internal and external hiring process, with the intent of being able to hire qualified reserve candidates more quickly and, efficiently, since they already have experience working for the District. One Reserve Paramedic has submitted a letter of intent for full-time status with an intended start date of January 1, 2024. An offer letter of employment was sent to this Reserve Paramedic on November 9<sup>th</sup>. Recruiting efforts for the second vacancy were successful, an offer letter was accepted by a paramedic candidate with the anticipated start date of December 1, 2023.
1. **Training-** Supervisor Tim Nurge will begin the accreditation and training process for the external paramedic candidate. On November 27, Supervisor Nurge will be training a reserve EMT who completed the hiring process but was not trained prior to the departure of the Director of Operations.
2. **COVID-19** - At the time of this report, there are no employees out due to COVID-19.

**Supervisor Hoover:**

- **Ambulance Unit Performance/Maintenance** – Units 18, 20, and 22 are all in service. Unit 18 required replacement of the air filter and was placed back in service.
- **Equipment/ Medications** – The District has received the 2mg doses of Versed medication that had been previously backordered and the medication has been placed into service.

- **Facility/Station Repairs** – Jeff Thoma owner of Thoma Electric met onsite with Board member Mumper and evaluated the need to replace the main electrical panel for the District facility. There will be a follow-up report to the Facility Committee. Two new outdoor signs were ordered for station crew quarters, with arrow pointing to the administration office door. The second was to put new 911 signage at the front of the building. This additional signage will instruct the reader to call 911 after hours. In an effort to continue to conserve water, an instant hot water heater will be installed in the crew kitchen.
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- **Community Outreach** – On Halloween, the crew participated in handing out candy at Cambria Elementary and “Trunk or Treat”.

**Department Update:**

All Supervisors were trained on the Vector scheduling system.

New CCHD email addresses were created for each Supervisor.

[Mbryant@Cambria-Healthcare.org](mailto:Mbryant@Cambria-Healthcare.org)

[Tnurge@Cambria-Healthcare.org](mailto:Tnurge@Cambria-Healthcare.org)

[Phoover@Cambria-Healthcare.org](mailto:Phoover@Cambria-Healthcare.org)

**DISTRICT ACTIVITY REPORT PAGE 1**

10/01/2023 through 10/31/2023

<b>Incident Totals</b>				<b>Transport Totals</b>			
	<b>2023</b>	<b>2022</b>	<b>Change</b>		<b>2023</b>	<b>2022</b>	<b>Change</b>
Dry Runs - w/Treatment	9	20	<b>-11</b>	Local Patients	42	42	<b>0</b>
Dry Runs - CX Enroute	21	22	<b>-1</b>	Non-Local Patients	18	19	<b>-1</b>
Total Dry Runs	30	42	<b>-12</b>	Total Patients	60	61	<b>-1</b>
Stand-bys	36	67	<b>-31</b>	Medical Transports	52	52	<b>0</b>
Public Assists/Relations	0	0	<b>0</b>	Trauma Transports	7	8	<b>-1</b>
Walk-in Public Relations	1	1	<b>0</b>	Traffic Accidents	0	2	<b>-2</b>
Total Incidents	128	172	<b>-44</b>	Total Transports	59	60	<b>-1</b>

**Hospital Destinations**

	<b>2023</b>	<b>2022</b>	<b>Change</b>
French	14	26	<b>-12</b>
Sierra Vista	40	31	<b>9</b>
Twin Cities	4	3	<b>1</b>
Rendezvous w/Heli	1	0	<b>1</b>
Facility Not-Listed	0	0	<b>0</b>
Trauma Center (Sierra Vista)	10	4	<b>6</b>
STEMI Center (French)	0	2	<b>-2</b>

**Monterey County Responses**

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

**Year-to-Date Comparison  
Ambulance Response Statistics  
From January 2023 to October 31 2023**

	<b>2023</b>	<b>2022</b>	<b>Change</b>
Total Responses	1544	1552	<b>-8</b>
Patients Transported	496	568	<b>-72</b>
Total Dry Runs	363	394	<b>-31</b>
Dry Runs - w/Treatment	135	165	<b>-30</b>
Dry Runs - CX Enroute	228	225	<b>3</b>
Stand-bys	668	579	<b>89</b>
Total Monterey County Incidents	13	34	<b>-21</b>



**DISTRICT ACTIVITY REPORT PAGE 2**  
**10/01/2023 through 10/31/2023**

**San Luis Ambulance Activity**

<b>Code 8</b>	=	14	
<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>		20 hrs	0 mins

**Cambria Community Healthcare District Activity**

<b>Total time CCHD committed to other incidents (Month) =</b>		107 hrs	0 mins
<b>Code 8</b>	=	34	
<b>Code 11</b>	=	2	
<b>Code 2 calls</b>	=	1	} (calls into SLAS response area)
<b>Code 3 calls</b>	=	10	
<b>Total time CCHD covered SLAS area =</b>		16 hrs	13 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  
November 28, 2023**

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

**Finance:**

Reporting financial performance for the month October, and for year-to-date fiscal year 2023/2024.

**Income Statement:**

**October 2023 Monthly/Year-To-Date vs Budget**

○ **Income:**

- October net ambulance billing of \$90,419 was favorable to budget in the amount of \$4,515.
  - Ambulance transport activity was 59 vs 65 budgeted.

The District received general taxes in the amount of \$21,815, Year-to-date tax receipts are favorable to budget in the amount of \$2,965.

- Other Income: In the month of October, four transports were provided to Monterey County totaling \$8,000, which is, favorable to budget in the amount of \$4,000.

○ **Expense:**

Total expenses in October were \$17,127 favorable to budget.

- Payroll Expenses: In the month of October payroll expenses were unfavorable to budget in the amount of \$24,475. Accrued time off hours were paid as a final check, increasing Administration payroll expense.
- Operating Expenses: October operating expenses were favorable to budget in the amount of \$36,382. \$35,000 was budgeted for fiscal year 2023-2024 for, ductless heating and cooling, a new crew shower and window replacement. Windows were replaced and traditional, wall heaters were installed throughout facility. The new crew shower will be addressed in January 2024.
- Fleet Expenses: October medical supplies/equipment expenses were favorable to budget in the amount of \$782. Certain Supplies were purchased during the prior month and are, reflected in the year-to-date total.
- Other Income: The District received funds from the Trust account for facility repair expenses, related to the fire inspection.

○ **Net Income:**

The October financials reflect a favorable net income vs budget for the month in the amount of \$12,725 and year-to-date new income versus budget in the amount of \$71,167.

○ **Human Resources:**

During open enrollment for the 2024 benefit year the District successfully renewed with Ameritas Insurance for both dental and vision coverage for full-time employees. There was no change to dental benefits. The current 2023 vision plan for employees consists of an out-of-pocket reimbursement in the amount of \$100. In 2024 the District has enrolled in VSP Vision that will cover eye exam, lenses and a \$130 frame/contact allowance. This is an enhancement to employee benefits. The cost for VSP plan is \$151.92 per month.

- **Medicare Ground Ambulance Data Collection System (GADCS) Report:**

Centers for Medicare & Medicaid Services (CMS) has required CCHD to participate in it's data collections reporting for fiscal year 2022-2023. The contents of the report consist of cost, revenue and utilization of services for a continuous 12-month period. Simone is working diligently to complete this comprehensive report. Organizations who do not submit this data will be subject to a 10% reduction in payments for Medicare Ambulance Fee Schedule (AFS) fees for one calendar year.

- **Committee Participation:**

Fall workshop flyers for October and November classes were created. Simone distributed these flyers throughout Cambria, and placed them on the CCHD website and on social media sites.

In collaboration with the Committee and a designer, the Coastal Community Health Resource Guide was produced and delivered to households, schools, and other public places.

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

	October Actual	October Budget	Variance	July - October YTD Actual	July - October YTD Budget	Variance
<b>Ambulance Revenue</b>						
Ambulance Billings	351,140	343,614	7,526	1,210,461	1,424,579	(214,118)
Prior Year Income	-	-	-	607	-	607
Total Ambulance Income	351,140	343,614	7,526	1,211,069	1,424,579	(213,511)
Insurance Adjustments/Contra Sent to Collections	(260,721)	(257,711)	(3,011)	(899,218)	(1,068,434)	169,216
Bad Debt	-	-	-	-	(4,000)	4,000
Ambulance Income	90,419	85,904	4,515	311,850	336,145	(24,295)
<b>Tax Income</b>						
General Tax	21,815	-	21,815	36,079	23,000	13,079
Special Assessment Tax	-	-	-	14,886	25,000	(10,114)
Total Tax Income	21,815	-	21,815	50,965	48,000	2,965
<b>Other Income</b>						
Monterey Contract	8,000	4,000	4,000	22,000	16,000	6,000
Rental Income	-	-	-	300	300	-
Misc. Income	35	100	(65)	13,977	400	13,577
GEMT Reimbursement	-	-	-	-	20,000	(20,000)
Bad Debt Recovery	576 #	650	(74)	761	2,600	(1,839)
Grant Income	-	-	-	-	-	-
Interest Income	522	115	407	897	460	437
Donations	-	-	-	-	-	-
Donations -Amb. Procurement	-	-	-	-	-	-
Total Other Income	9,133	4,865	4,268	37,934	39,760	(1,826)
<b>Total Income</b>	<b>121,367</b>	<b>90,769</b>	<b>30,598</b>	<b>400,749</b>	<b>423,905</b>	<b>(23,156)</b>
<b>Payroll Expenses</b>						
Administration	43,020	23,882	(19,138)	102,473	95,527	(6,946)
Full Time Employees	55,392	65,135	9,743	189,910	260,541	70,631
Part Time Employees	19,094	11,393	(7,701)	83,230	45,572	(37,658)
Payroll Tax Expense	4,365	5,788	1,423	15,991	23,153	7,162
Employee Medical/Dental	20,452	16,000	(4,452)	68,620	64,000	(4,620)
PERS Pension Expense	13,943	10,833	(3,110)	43,117	43,333	216
PERS - Unfunded Liability	14,281	12,923	(1,358)	39,794	51,692	11,898
Uniforms	24	750	726	1,557	3,000	1,443
Workers Comp. Insurance	8,905	8,905	0	29,138	35,621	6,484
Retiree Health	8,208	7,600	(608)	30,911	30,400	(511)
Total Payroll Expense	187,685	163,210	(24,475)	604,742	652,841	48,099
<b>Operating Expenses</b>						
Contacted Services	-	-	-	-	-	-
Audit Fees	-	-	-	-	15,500	15,500
Billing Services	700	700	-	2,537	2,800	263
Other	-	450	450	-	10,900	10,900
Payroll Services	519	600	81	1,576	2,400	824
Total Contracted Services	1,219	1,750	531	4,113	31,600	27,487
Dues and Subscriptions	400	200	(200)	9,758	10,100	342
Education/Travel/Mileage	78	350	272	886	1,400	514
Facility Maintenance	1,794	35,000	33,206	18,001	42,000	23,999
Legal	400	1,000	600	6,551	4,000	(2,551)
Liability Insurance	7,807	7,807	(1)	28,220	31,226	3,006
License/Permits	414	500	86	1,721	2,000	279
Office and Computer Supplies	312	1,260	948	6,062	5,040	(1,022)
Storage	240	-	(240)	480	480	-
Training	44	250	206	99	1,000	901
Utilities	1,128	2,000	872	8,352	8,000	(352)
Total Operating Expenses	13,835	50,117	36,282	84,244	136,846	52,602

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

	October Actual	October Budget	Variance	July - October YTD Actual	July - October YTD Budget	Variance
<b>Fleet Expenses:</b>						
Communication Equipment	-	-	-	-	-	-
Fuel	3,130	3,500	370	12,448	14,000	1,552
Unit - 18	550	500	(50)	3,924	2,000	(1,924)
Unit - 20	-	350	350	218	1,400	1,182
Unit - 21	-	-	-	2,909	2,000	(909)
Unit - 22	-	3,686	3,686	2,873	11,059	8,186
Interest Expense	-	-	-	207	430	223
Medical Supplies/Equipment	4,218	5,000	782	21,885	20,000	(1,885)
<b>Total Fleet Expenses</b>	<b>7,898</b>	<b>13,036</b>	<b>5,139</b>	<b>44,464</b>	<b>50,889</b>	<b>6,426</b>
<b>Total Operating Expenses</b>	<b>21,733</b>	<b>63,153</b>	<b>41,420</b>	<b>128,707</b>	<b>187,735</b>	<b>59,028</b>
<u>Other Expenses</u>						
Bank and Credit Card Charges	160	300	140	1,161	1,200	39
Bond Expense	-	-	-	-	10,000	10,000
Contingency/Outreach/Public Ed.	773	400	(373)	4,069	1,600	(2,469)
Equipment	-	-	-	-	-	-
Miscellaneous	-	300	300	72	1,200	1,128
QAF Fee	-	-	-	12,412	4,000	(8,412)
Sales Tax	-	115	115	321	460	139
<b>Total Other Expenses</b>	<b>933</b>	<b>1,115</b>	<b>182</b>	<b>18,035</b>	<b>18,460</b>	<b>425</b>
<b>Total Expenses</b>	<b>210,351</b>	<b>227,478</b>	<b>17,127</b>	<b>751,484</b>	<b>859,036</b>	<b>107,552</b>
<b>Net Operating Income</b>	<b>(88,984)</b>	<b>(136,709)</b>	<b>47,725</b>	<b>(350,735)</b>	<b>(435,131)</b>	<b>84,396</b>
<u>Other Income/Expense</u>						
Grant /Equipment Procurement	-	35,000	(35,000)	42,572	55,800	(13,228)
Covid Relief	-	-	-	-	-	-
<b>Total Other Income</b>	<b>-</b>	<b>35,000</b>	<b>(35,000)</b>	<b>42,572</b>	<b>55,800</b>	<b>(13,228)</b>
<b>Net Income</b>	<b>(88,984)</b>	<b>(101,709)</b>	<b>12,725</b>	<b>(308,164)</b>	<b>(379,331)</b>	<b>71,167</b>

<b>Cambria Community Healthcare District Monthly Banking Financial Report</b>
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OCTOBER 2023

**Pacific Premier Bank Operating Account**

Beginning Balance	\$	101,298.57	
Income		142,292.64	
Tax Income		-	
Less Checking Expenses		(169,449.84)	
Bank Fee(s)		(3.00)	
Ending Balance			\$ 74,138.37

**Pacific Premier Bank Money Market Account**

**Reserve Account**

Beginning Balance	\$	40,012.60	
Transfer to Operating Account		(20,000.00)	
Interest		1.26	
Ending Balance			\$ 20,013.86

**Local Agency Investment Fund Account**

**Operating Reserves**

Beginning Balance	\$	57,693.19	
Transfer from Operating Account		-	
Interest		520.25	
Ending Balance			\$ 58,213.44

**ALL ACCOUNTS TOTAL**

**\$ 152,365.67**

**PPB Trust Account**

Beginning Balance	\$	14,420.04	
Deposit		0.61	
Bank fee (paper statement)		(4.37)	
<b>Withdrawal payables(Qgiv)</b>		-	
<b>Ending Balance</b>			<b>\$ 14,416.28</b>

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

OCTOBER	2023	\$	152,365.67	
OCTOBER	2022	\$	156,928.04	
Difference		\$	(4,562.37)	

# Cambria Community Healthcare District

## Transaction Detail by Account

October 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
11200 PP (5645) Operating					
10/04/2023	Expense		Payroll People	Payroll 9/16-9/30/23 payday 10/5/23	-45,691.89
10/04/2023	Expense		CalPERS Fiscal Services Division	CalPERS Unfunded Liability	-133.83
10/04/2023	Expense		CalPERS Fiscal Services Division	CalPERS Unfunded Liability	-1,247.83
10/04/2023	Bill Payment (Check)	2893	Sac. Metro Fire District	Invoice# 2000008042	-411.92
10/04/2023	Expense		CalPERS Fiscal Services Division	CalPERS Unfunded Liability	-143.33
10/04/2023	Bill Payment (Check)	2890	PG&E - #A ending 348-9	Acct# 9976402348-9	-603.42
10/04/2023	Bill Payment (Check)	2894	SEIU Local 620	Union dues, Check date 10/05/2023	-279.36
10/04/2023	Bill Payment (Check)	2896	Streamline	Invoice# 8A432981-0014	-200.00
10/04/2023	Bill Payment (Check)	2887	Mission Country Disposal	Acct# 4130-8101951	-199.98
10/04/2023	Bill Payment (Check)	2886	Graybar Financial Services	Contract# 100-5910031-001	-163.24
10/04/2023	Bill Payment (Check)	2884	Antonio Mercado	September yard work	-150.00
10/04/2023	Bill Payment (Check)	2889	Orkin	Acct# 2388 Inv# 418501	-92.00
10/04/2023	Bill Payment (Check)	2895	SLO County EMS Agency	Invoice# 680	-66.00
10/04/2023	Bill Payment (Check)	2888	Mr. Timothy Benes	Disposal fee reimbursement	-52.00
10/04/2023	Bill Payment (Check)	2892	PG&E - ending 810-8	Acct# 5179258810-8	-44.15
10/04/2023	Bill Payment (Check)	2891	PG&E - ending 135-3	Acct# 4378486135-3	-10.78
10/04/2023	Bill Payment (Check)	2885	Coastal Copy	Voided	0.00
10/04/2023	Expense		CalPERS Fiscal Services Division	CalPERS Unfunded Liability	-11,231.33
10/04/2023	Expense		CalPERS Fiscal Services Division	CalPERS Unfunded Liability	-518.82
10/04/2023	Check	ACH	CalPERS Fiscal Services Division		-200.00
10/05/2023	Check	ACH	CalPERS Fiscal Services Division		-412.73
10/06/2023	Bill Payment (Check)	2897	JB Dewar, Inc.	Invoice# 269024	-132.68
10/06/2023	Bill Payment (Check)	2898	Mr. Tyler Loudermilk	DMV PE & mileage reimbursement	-226.20
10/06/2023	Bill Payment (Check)	2899	Robert W Sayers	October 2023 Invoices	-797.90
10/11/2023	Bill Payment (Check)	2902	Kitzman Water (Culligan)	Acct# 190231	-65.00
10/11/2023	Bill Payment (Check)	2900	Cambria Hardware Center	Acct# 205	-245.34
10/11/2023	Bill Payment (Check)	2901	J. Curtis Reid	Paramedic Lic. renewal reimbursement	-250.00
10/11/2023	Bill Payment (Check)	2903	MP Cloud Technologies	Invoice# 6825	-599.00
10/11/2023	Bill Payment (Check)	2904	Porteous Management Group	Space #5	-240.00
10/11/2023	Bill Payment (Check)	2905	Sac. Metro Fire District	Invoice# 2000008042 corrected payment	-352.38
10/11/2023	Expense		WORLDPAY CC		-127.05
10/11/2023	Expense		CalPERS Fiscal Services Division	CalPERS Health Insurance	-19,429.63
10/11/2023	Expense		Streamline	CCHD Website	-200.00
10/12/2023	Expense		K. Paul Butterfield		-600.00
10/16/2023	Check	ACH	CalPERS Fiscal Services Division	Voided	0.00
10/17/2023	Bill Payment (Check)	2907	Helping Hand Health Education	Invoice# 289	-11.00
10/17/2023	Expense		CalPERS Fiscal Services Division		-2,760.13
10/17/2023	Bill Payment (Check)	2909	Templeton Uniforms, LLC	Invoice# 1573	-24.00
10/17/2023	Expense		CalPERS Fiscal Services Division		-4,540.68
10/17/2023	Bill Payment (Check)	2908	J. Curtis Reid	CPR cert. reimbursement	-34.00
10/17/2023	Expense		CalPERS Fiscal Services Division		-1,023.31
10/17/2023	Bill Payment (Check)	2910	US Bank Card	Account ending in 3652	-5,160.07
10/17/2023	Bill Payment (Check)	2906	BoundTree Medical	Inv# 85112428 & 85115253	-1,246.61
10/19/2023	Expense		Payroll People	Payroll 10/1-10/15/23 Payday 10/20/23	-45,709.27

# Cambria Community Healthcare District

## Transaction Detail by Account

October 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
10/23/2023	Check	ACH	CalPERS Fiscal Services Division		-412.73
10/24/2023	Bill Payment (Check)	2921	WEX Bank -	Invoice # 92521792	-2,891.14
10/24/2023	Bill Payment (Check)	2919	Verizon Wireless	Acct# 271000184-00002	-436.00
10/24/2023	Bill Payment (Check)	2920	Wex Bank	Invoice# 92482490	-239.27
10/24/2023	Bill Payment (Check)	2911	Aflac	Acct# XG624	-33.80
10/24/2023	Bill Payment (Check)	2913	Elizabeth Sanchez Gallo	Invoice# 001	-772.60
10/24/2023	Bill Payment (Check)	2912	Charter Communications	Acct# 824510113 0094588	-459.93
10/24/2023	Bill Payment (Check)	2914	Life Assist	Invoice# 1374031	-346.29
10/24/2023	Bill Payment (Check)	2917	SEIU Local 620	Union dues, Check date 10/20/2023	-209.52
10/24/2023	Bill Payment (Check)	2922	Coastal Copy	Acct# CC45 Inv# 1075854	-179.86
10/24/2023	Bill Payment (Check)	2916	Mutual of Omaha	Group ID# G000BZ6W	-168.00
10/24/2023	Bill Payment (Check)	2915	Mrs. Kathleen Bramlette	CPR renewal reimbursement	-34.00
10/24/2023	Bill Payment (Check)	2918	SpectrumVoIP	Acct# 8059278304	-21.29
10/24/2023	Expense		Pacific Premier Bank	STOP PYMNT FEE CHK# 2828	-30.00
10/25/2023	Check	ACH	CalPERS Fiscal Services Division		-4,370.42
10/25/2023	Check	ACH	CalPERS Fiscal Services Division		-2,760.13
10/25/2023	Check	ACH	CalPERS Fiscal Services Division		-1,023.31
10/26/2023	Bill Payment (Check)	2923	Mr. Timothy Benes	Payroll check 10.26.2023	-19,572.76
10/26/2023	Bill Payment (Check)	2924	Mr. Timothy Benes	CalPERS reimbursement	-249.40
10/27/2023	Bill Payment (Check)	2928	Zoll Medical Corp.	Invoice# 90093132	-2,091.08
10/27/2023	Bill Payment (Check)	2926	Ameritas Life Insurance Corp.	Policy# 58022	-1,033.04
10/27/2023	Bill Payment (Check)	2925	Airgas West	Invoice# 5502801195	-866.78
10/27/2023	Bill Payment (Check)	2927	Pitney Bowes	Invoice# 3106332587	-119.58
10/28/2023	Bill Payment (Check)	ACH	KS StateBank		-3,621.48
10/30/2023	Bill Payment (Check)	2930	Danny Takaoka	Nov 2023 Health premium	-2,110.78
10/30/2023	Expense		CalPERS Fiscal Services Division	Benes, T 457 Loan Payment	-312.74
10/30/2023	Bill Payment (Check)	2934	Helping Hand Health Education	Invoice# 282 (partial) and 290	-33.00
10/30/2023	Bill Payment (Check)	2931	Denise Coddling	Nov 2023 health premium	-556.74
10/30/2023	Bill Payment (Check)	2932	Donald Melendy	Nov 2023 Health premium	-1,147.86
10/30/2023	Bill Payment (Check)	2929	Daniel Cariaga	Nov 2023 Health premium	-1,147.86
10/30/2023	Bill Payment (Check)	2933	Heidi Holmes-Nagy	Nov 2023 health premium	-870.91
10/30/2023	Bill Payment (Check)	2935	Robert W Sayers	November 2023 Invoices	-797.90
10/31/2023	Expense		CalPERS Fiscal Services Division		-143.33
10/31/2023	Expense		CalPERS Fiscal Services Division		-1,247.83
10/31/2023	Expense		CalPERS Fiscal Services Division		-133.83
10/31/2023	Expense		Pacific Premier Bank		-3.00
<b>Total for 11200 PP (5645) Operating</b>					<b>\$ -196,075.05</b>





## CAMBRIA COMMUNITY HEALTHCARE DISTRICT

### BOARD AGENDA STAFF REPORT – 01

**TO:** Board of Directors

**FROM:** Director Mileur, Property & Facilities Committee

**DATE:** November 28, 2023

**AGENDA DESCRIPTION:** CCHD Ambulance Station – Update to 2020 conceptual design.

**RECOMMENDATION:** The Property & Facilities Committee is recommending Board approval to continue to explore funding opportunities for the replacement of the District ambulance station or renovation of existing facility through grant funding and a potential bond measure.

**FISCAL IMPACT:** None at this time

**DISCUSSION:** In response to the identified need to replace or renovate the Districts aging ambulance facility the Property & Facilities Committee has continued to take into consideration community and employee input in order to help create a permanent solution. In October 2023 the District contracted with Vanir Construction Management to revise the size of the replacement facility, and to provide updated cost estimates for three alternative options. A report by Rob Nash, Sr. Project Director of the updated conceptual design and cost estimates has been included.

**The report includes three scenarios:**

1. **Model A** – A standard construction replacement facility with a reduction in square footage. Cost estimates have been updated to account for material differences and escalation (actual and projected). The one-story building would include administration offices and a multipurpose room, crew quarters, apparatus bays and support functions. The existing site would be vacated for construction (temporary accommodations will be needed) and the existing facility would be demolished.
2. **Model B** – A new modular replacement facility, which is a factory-built solution based on the manufacture, Extreme Modular Buildings. The estimate utilizes the proposal the District received from Extreme Modular Buildings and the cost for the building and all associated site work. This option would be constructed in the existing parking area, allowing operations to continue in the existing building until the new facility is completed. Once the new facility is operational the existing buildings would be removed and the balance of sitework, parking, etc. would be completed.
3. **Model C** – A renovation of the existing building (3,000 sqft) and constructs new ambulance bays. The renovated building would include administration offices, crew quarters, kitchen/dining, and support functions. The existing building would be renovated and the existing ambulance bays demolished and four new ambulance bays would be constructed. This option includes minimal site work.

**CONCLUSION:** With Board approval the Property and Facilities Committee would like to continue to move forward with project research and funding for the ambulance facility.

**ATTACHMENTS:**

1. Vanir Construction Management, Inc. – Updated conceptual design and cost estimate for the proposed renovation or new Ambulance Facility.

**BOARD ACTION:** None at this time.

Date of Vote: November 28, 2023

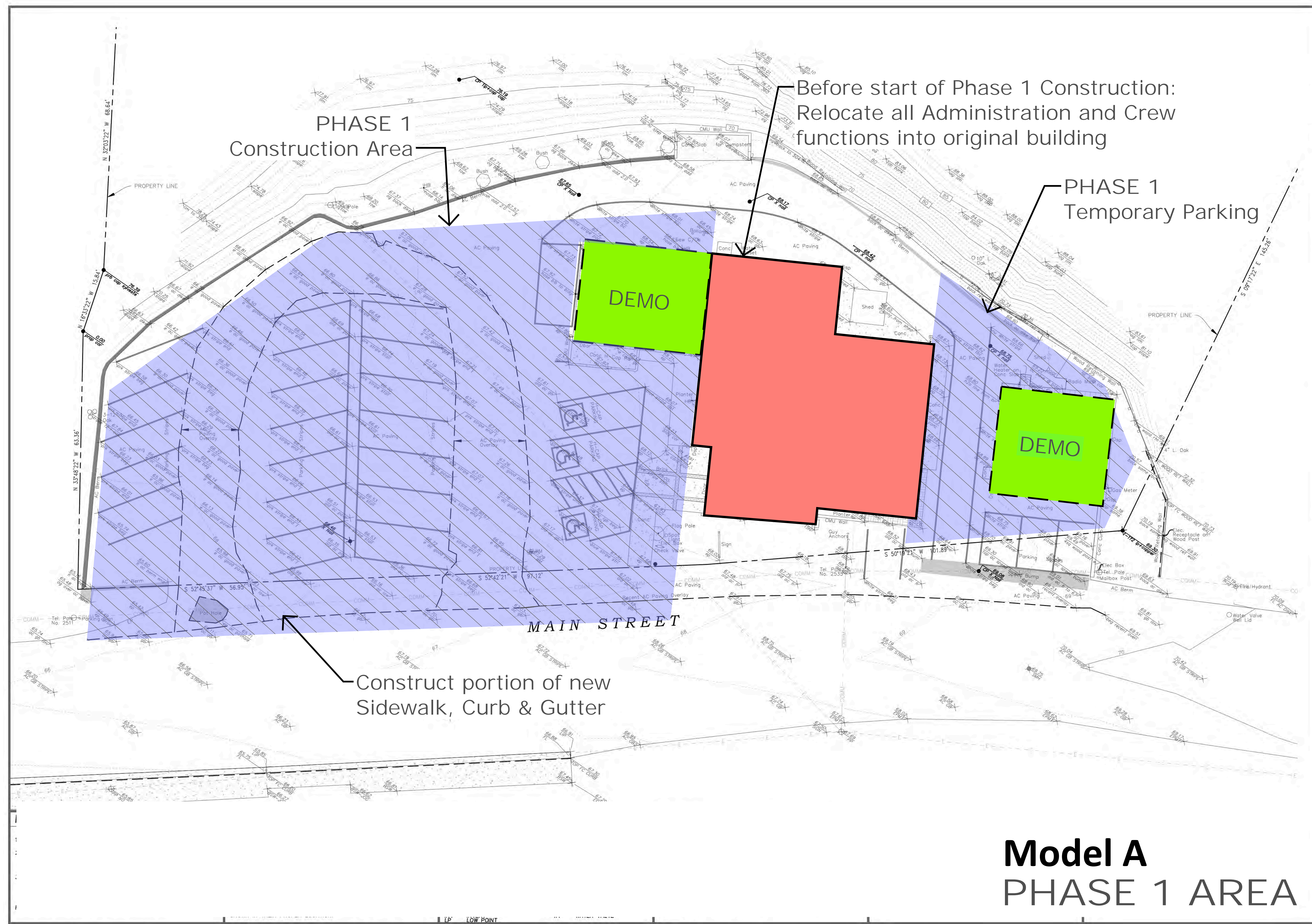
UNANIMOUS: \_\_

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

REVISIONS:	DATE:

LOCATION	2515 MAIN STREET CAMBRIA, CA
APN(S)	013-241-024
PROJECT NO.	17075
CLIENT	C.C.H.C. DISTRICT
DRAWN	DW
CHECKED	DB

<b>CAMBRIA COMMUNITY HEALTH</b>	
TOPOGRAPHIC MAP AND SITE SURVEY	
SHEET:	OF: 1
<b>1</b>	
DATE:	AUG. 27, 2021



# Model A PHASE 1 AREA

REVISIONS:	DATE:	DESCRIPTION:

LOCATION	2515 MAIN STREET CAMBRIA, CA
APN(S)	013-241-024
PROJECT NO.	17075
CLIENT	C.C.H.C. DISTRICT
DRAWN	DW
CHECKED	DB

<b>CAMBRIA COMMUNITY HEALTH</b>	
TOPOGRAPHIC MAP AND SITE SURVEY	
SHEET:	OF:
2	1
DATE:	AUG. 27, 2021

Phase 2 Construction start after receipt of Temporary Certificate of Occupancy and move-in to new Ambulance Station

PHASE 2 Construction Area

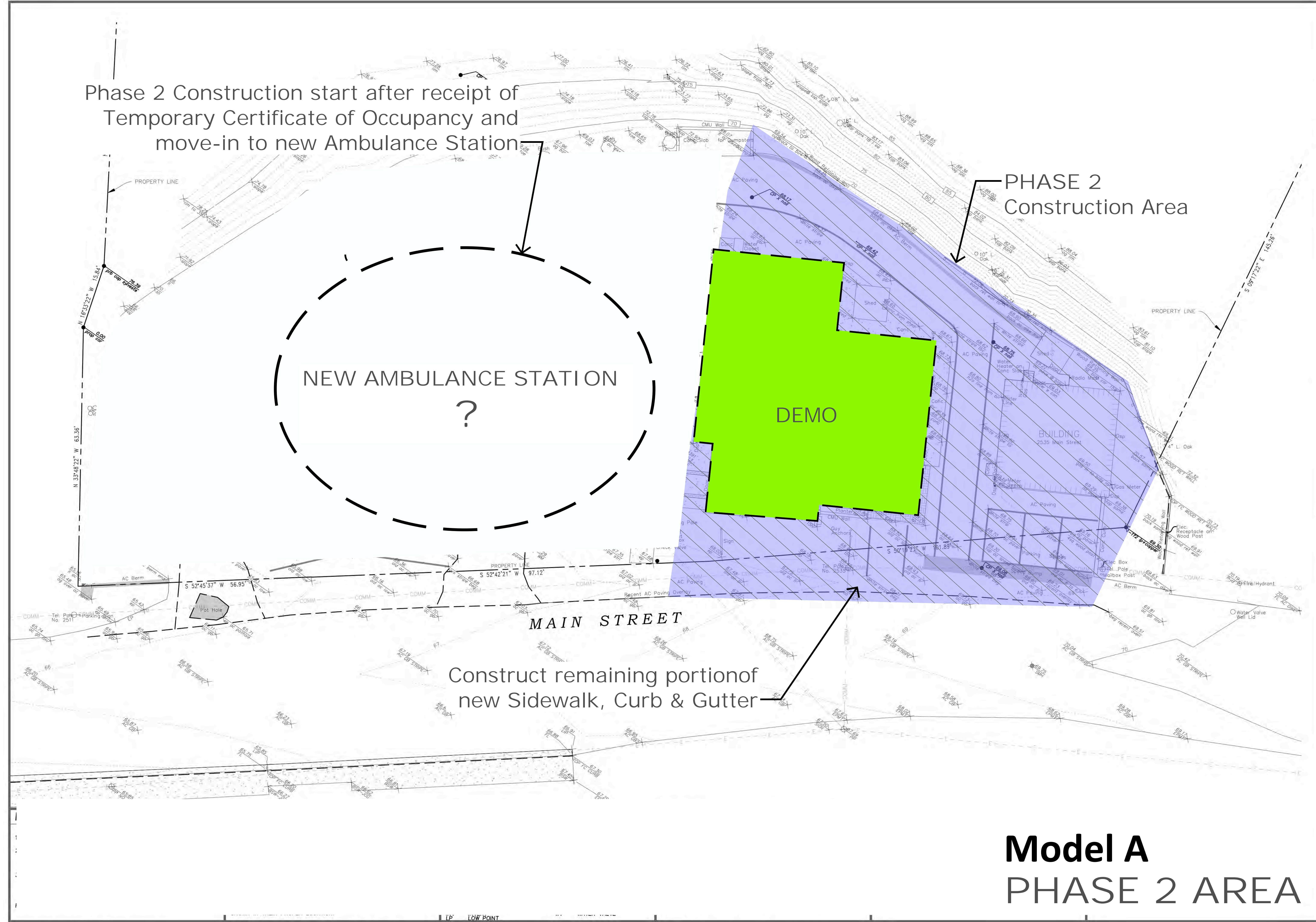
NEW AMBULANCE STATION ?

DEMO

MAIN STREET

Construct remaining portion of new Sidewalk, Curb & Gutter

**Model A**  
**PHASE 2 AREA**



CCHD BOARD MEMBERS

Cecilia Montalvo *President*  
Igor Fedoroff *Vice President*  
Diane Kubat *Secretary*  
Bill Rice *Director 1*  
Laurie Mileur *Director 2*  
Timothy Benes *Ops Director*  
Simone Rathbun *Office Mgr*

AMBULANCE STATION  
BUILDING COMMITTEE

Laurie Mileur *Chair*  
Igor Fedoroff *Member*  
Timothy Benes *Member*  
Donald Sather *Public Member*  
Simone Rathbun *Secretary*

CONSULTANT

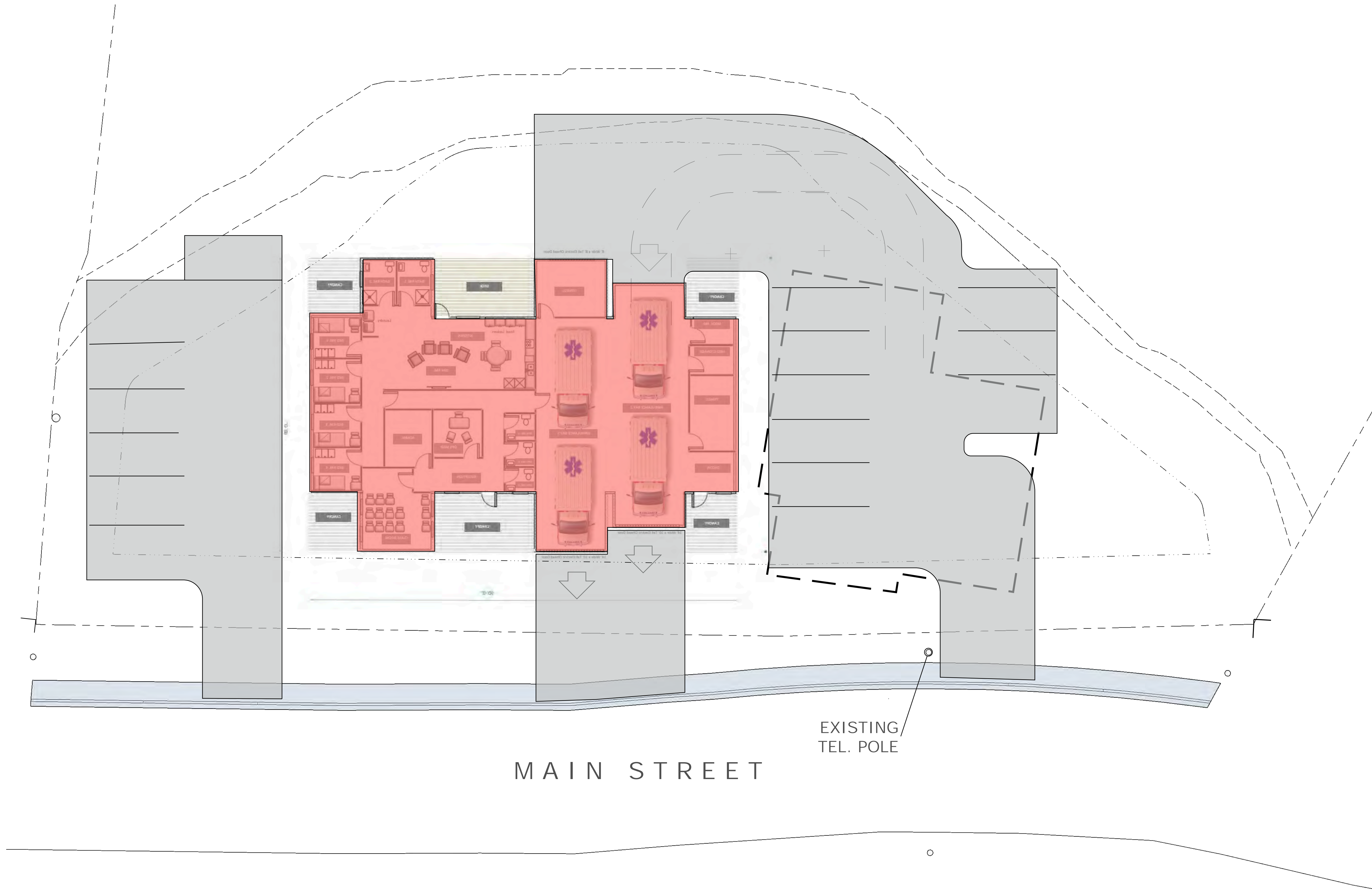
Gary Moyer, Architect  
C-16838

1118 Monroe Court  
Santa Rosa, CA 95404  
(707) 529-6010  
garymoyer1118@gmail.com

PROJECT

Proposed New  
Ambulance Station

2435 Main Street  
Cambria, CA 93428

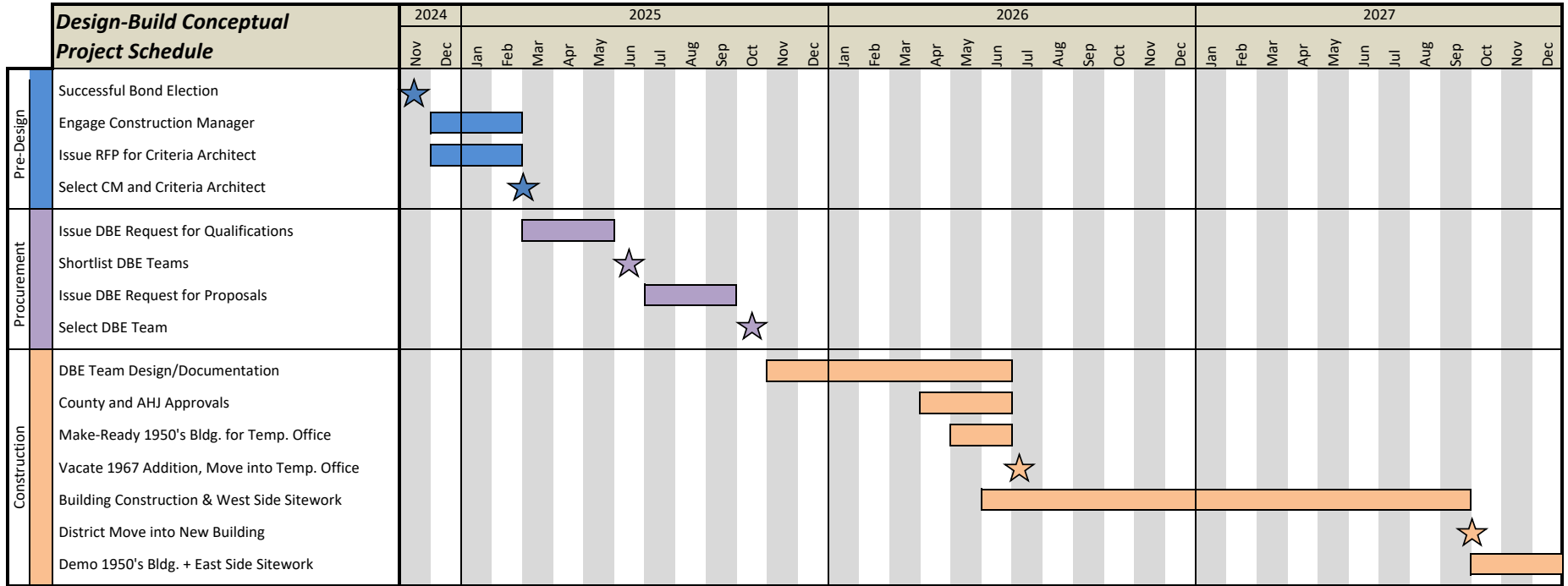


MAIN STREET

EXISTING  
TEL. POLE

**Model A**  
PRELIMINARY PLAN

## Cambria Community Healthcare District - Replacement Facility Model A - Standard Construction



Note: Construction duration includes 90 days of delay.

Vanir Construction Management, Inc. 11/20/23

**Cambria Community Healthcare District - Model A Conceptual Cost Estimate**

The Cambria Community Healthcare District is planning for a new replacement facility of 4,200 SF. The one story building will include administration offices and multipurpose room, crew quarters, apparatus bays with exercise area, and support functions. The existing building will be occupied during construction, after District move into the new building the existing facility will be demolished.

**Building Area = 4,200 SF**

**Site Area = 26,000 SF**

**0.60 Acres**

**Building Site = "As a function of the Building Area"**

**Date Prepared: 11/1/2023 rev.**

		2023 Building Cost Model A Standard Construction		2021 Building Cost Model A Standard Construction	
No.	System	Model A System Selection	Cost/SF	Model A System Selection	Cost/SF
<b>Replacement Building</b>		<b>4,200 SF</b>		<b>4,200 SF</b>	
<b>A SUBSTRUCTURE</b>					
A 10	Substructure	Concrete foundation and slab	\$ 47.20	Concrete foundation and slab	\$ 40.00
<b>B SHELL</b>					
B 10	Superstructure - Roof Construction	Structural steel, metal deck	\$ 29.50	Wood/light guage metal framing with plywood roof deck.	\$ 25.00
B 20	Exterior Closure	Metal Stud Exterior Walls with stucco or siding finish with some architectural features, high performance dual pane aluminum windows (15% of exterior wall area) , hollow metal doors and hardware	\$ 102.66	Pre-engineered manufactured; Metal Stud Exterior Walls with stucco or siding finish with some architectural features, high performance dual pane aluminum windows (15% of exterior wall area) , hollow metal doors and hardware	\$ 87.00
B 30	Roofing Material	Single ply membrane roofing	\$ 29.50	Single ply membrane roofing	\$ 25.00
<b>C INTERIORS</b>					
C 10	Interior Construction	Metal framed office and corridor partitions. Solid-core interior doors with welded metal frames, hi & low security hardware	\$ 41.30	Metal framed office and corridor partitions. Solid-core interior doors with welded metal frames, hi & low security hardware	\$ 35.00
C 30	Interior Finishes	Floors - epoxy, carpet, vinyl, rubber at Exercise Room. Walls - paint, vinyl, and fabric wall covering. Bathrooms - ceramic tile. Ceilings - medium quality acoustic tile, allow for 20% hard ceilings.	\$ 57.23	Floors - epoxy, carpet, vinyl, rubber at Exercise Room. Walls - paint, vinyl, and fabric wall covering. Bathrooms - ceramic tile. Ceilings - medium quality acoustic tile, allow for 20% hard ceilings.	\$ 48.50
<b>D SERVICES</b>					
D 20	Plumbing System	Distribution - Restroom, Showers, Kitchen, Laundry & Breakroom - Copper supply lines. Fixtures - medium quality commercial grade fixtures and trim	\$ 42.48	Distribution - Restroom, Showers, Kitchen, Laundry & Breakroom - Copper supply lines. Fixtures - medium quality commercial grade fixtures and trim	\$ 36.00
D 30	HVAC	All electric 5 ton HVAC System - heat pumps	\$ 41.30	All electric 5 ton HVAC System - heat pumps	\$ 35.00
D 40	Fire Protection	Standard wet & dry systems	\$ 10.03	Standard wet & dry systems	\$ 8.50
D 50	Electrical Power Distribution	Electrical load based on 8 watts/sf = 35kW. Distribution - Power with UPS battery backup and surge suppression. Lighting - LED fixtures with occupancy sensors and full lighting controls. Low Voltage - data, security, access control.	\$ 65.49	Electrical load based on 8 watts/sf = 53kW. Distribution - Power with UPS battery backup and surge suppression. Lighting - LED fixtures with occupancy sensors and full lighting controls. Low Voltage - data, security, access control.	\$ 55.50
<b>E EQUIPMENT &amp; FURNISHINGS</b>					
E 20	Furnishings	Medium quality case-work, trim & finish carpentry, storage, kitchen, laundry & various specialties	\$ 35.40	Medium quality case-work, trim & finish carpentry, storage, kitchen, laundry & various specialties	\$ 30.00
<b>F SPECIAL CONSTRUCTION &amp; DEMOLITION</b>					
None					
<b>Subtotal Building</b>			\$ 502.00		\$ 426.00
Building area		4,200 sf		4,200 sf	
<b>1</b>	<b>Subtotal Building Construction Cost</b>	\$501.90 Per SF		\$ 425.48 Per SF	
			<b>\$ 2,108,000</b>	<b>\$ 1,787,000</b>	

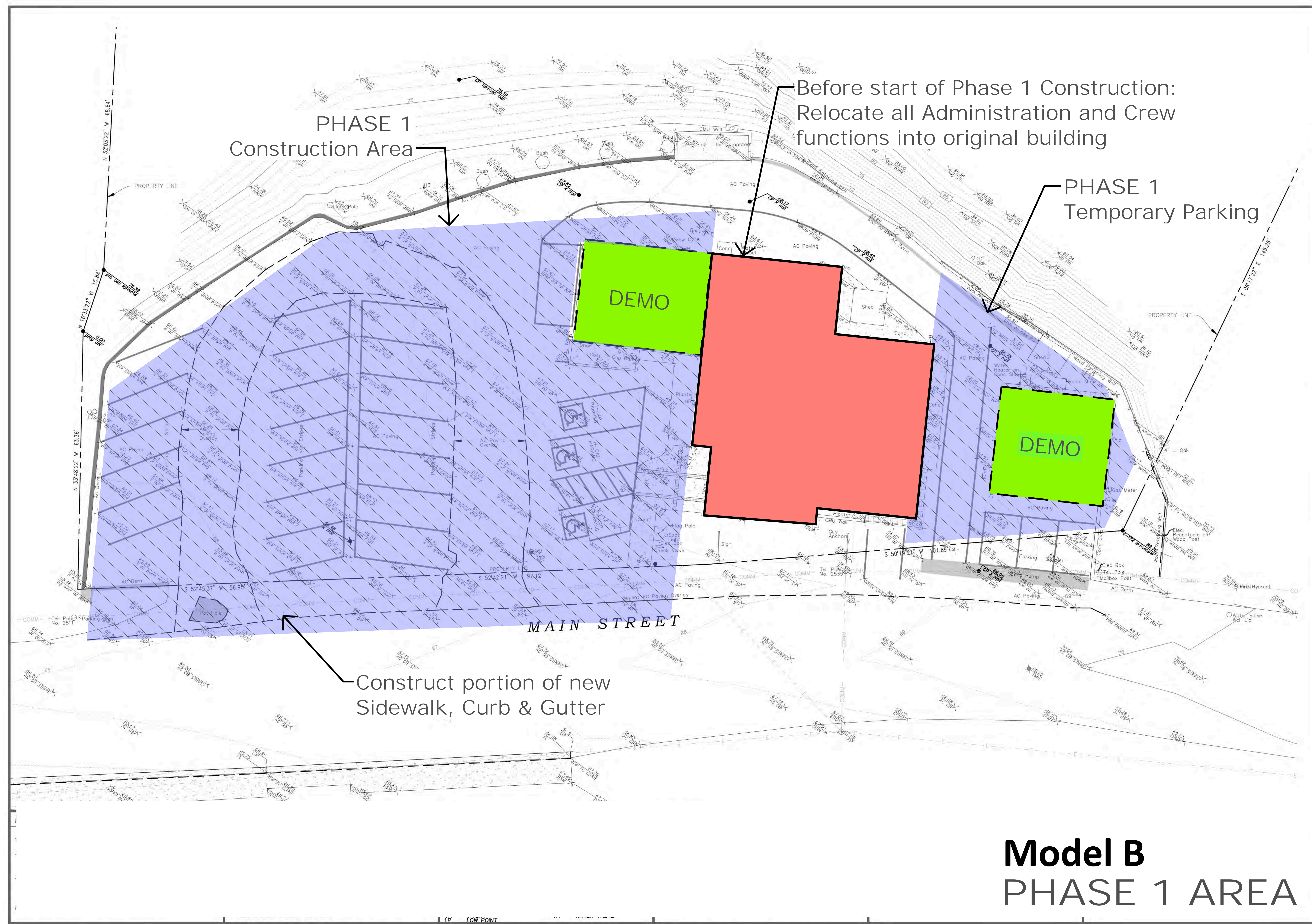
		2023 Building Cost Model A Standard Construction		2021 Building Cost Model A Standard Construction	
No.	System	Model A System Selection	Cost/SF	Model A System Selection	Cost/SF
<b>G BUILDING SITEWORK</b>					
G 10	Site Preparation - Demolition	Demo existing buildings, AC paving, & misc. Includes removal of hazardous materials	\$ 182,546.00	Demo existing buildings, AC paving, & misc. Includes removal of hazardous materials	\$ 216,300
G 10	Site Preparation - Site Clearing and Earthwork	Clear & grub, minor cut & fill, grading	\$ 114,755.00	Clear & grub, minor cut & fill, grading	\$ 281,745
G 20	Site Improvements - Flatwork	Walkways and roads interconnecting site / buildings, parking	\$ 176,174.00	Walkways and roads interconnecting site / buildings, parking	\$ 199,300
G 20	Site Improvements - Landscaping	Complete basic landscaping & irrigation	\$ 15,930.00	Complete basic landscaping & irrigation	\$ 104,500
G 20	Site Improvements - Grey Water Piping	Add for grey water piping - irrigation and as permitted for interior uses	\$ -	Add for grey water piping - irrigation and as permitted for interior uses	\$ 15,000
G 20	Site Improvements - Debris Wall and Slope Mitigation Measures	Standard and Security fence. 75' of new 3' high debris wall and misc. drainage improvements	\$ -	Standard and Security fence. 75' of new 3' high debris wall and misc. drainage improvements	\$ 113,000
G 20	Site Improvements - Site Furnishing & Site Misc.	Flag poles, site furnishings, monument sign & misc.	\$ 11,800.00	Flag poles, site furnishings, monument sign & misc.	\$ 15,000
G 20	Site Improvements - Trash Enclosure	Pad, CMU wall and gate	\$ 25,000.00	Pad, CMU wall and gate	\$ 71,150
G 20	Site Improvements - Generator Enclosure & Pad	Pad, CMU wall and gate	\$ -	Pad, CMU wall and gate	\$ 32,350
G 30	Site Civil/Mechanical Utilities (assumed to be minimal)	Standard among all cost models based on site selection	\$ 75,225.00	Standard among all cost models based on site selection	\$ 63,750
G 30	Site Civil/Mechanical Utilities - Fuel Island	Self contained storage and dispensing	\$ -	Self contained storage and dispensing	\$ 95,000
G 40	Site Electrical Utilities - Electrical, Low Voltage, Security	Site Electrical, Low Voltage, Security	\$ 75,225.00	Site Electrical, Low Voltage, Security	\$ 113,750
G 40	Site Electrical Utilities - Generator	80 kW Generator	\$ -	80 kW Generator	\$ 100,000
G 40	Site Electrical Utilities - Communications Tower	Wall / Roof Connection , 40 LF tower & power / data connection to building	\$ 50,000.00	Wall / Roof Connection , 40 LF tower & power / data connection to building	\$ 180,576
G 40	Site Electrical Utilities - Roof Mounted Photovoltaic System	35kw system - 2,600sf of 330w panels, roof mounting system, inverter	\$ 106,200.00	50kw system - 3,500sf of 330w panels, roof mounting system, inverter	\$ 120,000
G 40	Site Electrical Utilities - Photovoltaic System Battery Storage	35kw battery backup system with controls	\$ 66,375.00	50kw battery backup system with controls	\$ 75,000
<b>Subtotal Site</b>			\$ 899,230		\$ 1,796,420
	Site area	"As a function of the Building Area"	\$ 214.10	"As a function of the Building Area"	\$ 427.72
<b>2</b>	<b>Total Site Construction cost (hard cost only)</b>	\$34.58 Per SF	\$ 899,000	\$69.08 Per SF	\$ 1,796,000
<b>Subtotal Buildings &amp; Site Construction Cost (1+2)</b>					
		\$ 3,007,000	\$716 Per SF	\$ 3,583,000	\$853 Per SF
	Budget & Estimate Contingency and market conditions	\$ 451,000	15.00%	\$ 537,000	15.00%
	2024 Escalation at 10% per year for 12 Months	\$ 346,000	10.00%	\$ 412,000	10.00%
	2025 Escalation at 5% per year for 12 Months	\$ 173,000	5.00%	\$ 206,000	5.00%
	2026 Escalation to the Mid-Point of Construction at 5% per year. Model A - 11 Months	\$ 173,000	5.00%	\$ 189,000	4.58%
	2027 Escalation to the Mid-Point of Construction at 5% per year. Model A - 3 Months	\$ 43,000	1.25%		
<b>3</b>	<b>Total Building &amp; Site Construction Cost</b>	\$ 4,193,716	\$999.0 Per SF	\$ 4,927,000	\$1,173.0 Per SF
	Building & Site Estimated Soft Costs - Not in Bid	\$ 1,518,000		\$ 1,820,000	
	Change Order Contingency - Not in Bid	\$ 209,686	5.00%	\$ 246,350	5.00%
<b>4</b>	<b>Total Building &amp; Site Project Cost (Soft &amp; Hard)</b>	\$ 5,921,402	\$1,410.00 Per SF	\$ 6,993,350	\$1,665.00 Per SF
<b>Notes:</b>					
1. Costs include Contractor profit & overhead, general conditions, bonds, and insurance.					
2. Costs are based on Vanir Construction Management, Inc. database of publicly bid projects in California adjusted for the Central Coast					



REVISIONS:	DATE:

LOCATION	2515 MAIN STREET CAMBRIA, CA
APN(S)	013-241-024
PROJECT NO.	17075
CLIENT	C.C.H.C. DISTRICT
DRAWN	DW
CHECKED	DB

<b>CAMBRIA COMMUNITY HEALTH</b>	<b>TOPOGRAPHIC MAP AND SITE SURVEY</b>
SHEET: 1	OF: 1
DATE: AUG. 27, 2021	



# Model B PHASE 1 AREA



REVISIONS:	DATE:	DESCRIPTION:

LOCATION	2515 MAIN STREET CAMBRIA, CA
APN(S)	013-241-024
PROJECT NO.	17075
CLIENT	C.C.H.C. DISTRICT
DRAWN	DW
CHECKED	DB

<b>CAMBRIA COMMUNITY HEALTH</b>	
TOPOGRAPHIC MAP AND SITE SURVEY	
SHEET:	OF:
2	1
DATE:	AUG. 27, 2021

Phase 2 Construction start after receipt of Temporary Certificate of Occupancy and move-in to new Ambulance Station

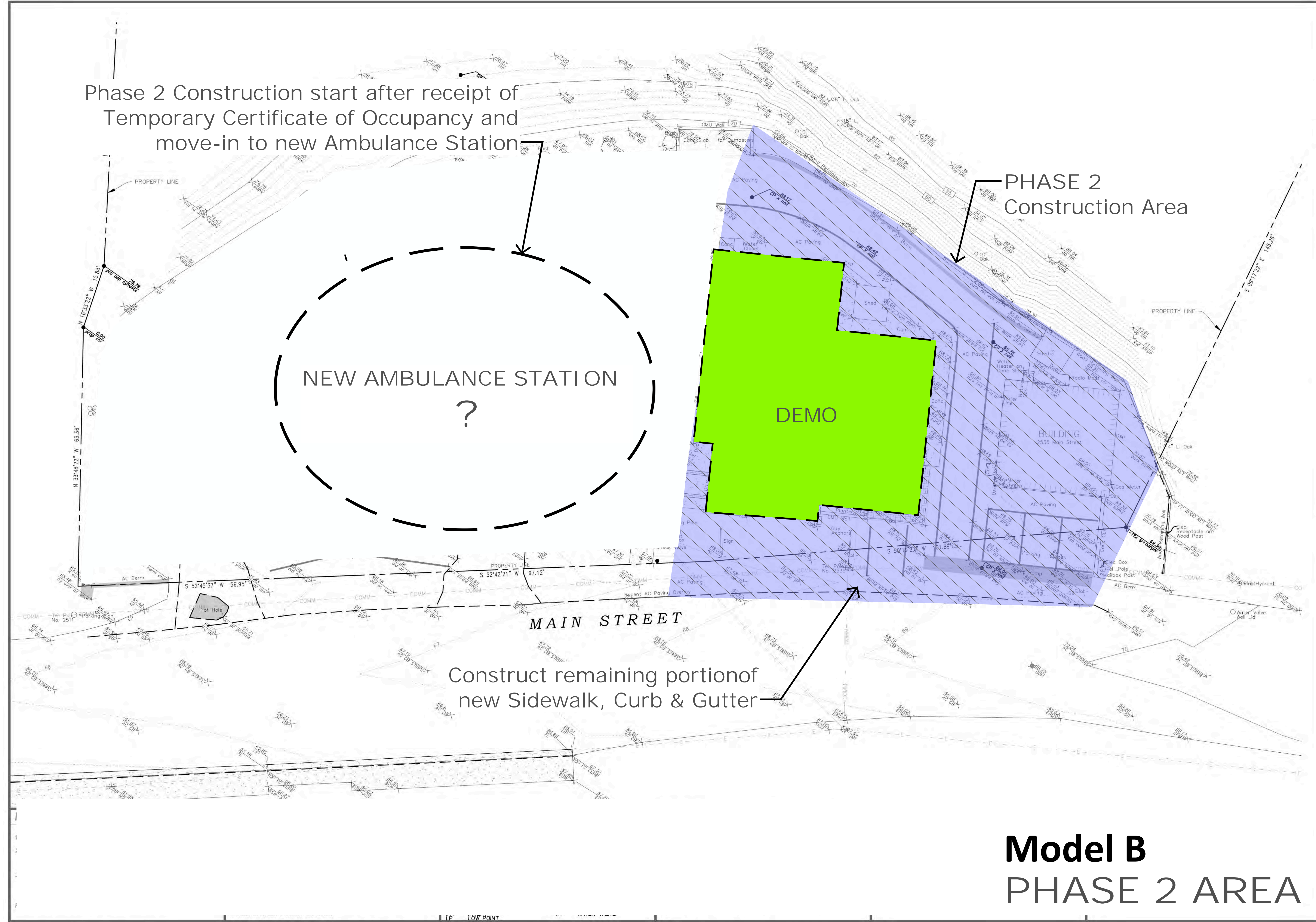
PHASE 2  
Construction Area

NEW AMBULANCE STATION  
?

DEMO

Construct remaining portion of new Sidewalk, Curb & Gutter

**Model B**  
**PHASE 2 AREA**



CCHD BOARD MEMBERS

Cecilia Montalvo *President*  
Igor Fedoroff *Vice President*  
Diane Kubat *Secretary*  
Bill Rice *Director 1*  
Laurie Mileur *Director 2*  
Timothy Benes *Ops Director*  
Simone Rathbun *Office Mgr*

AMBULANCE STATION  
BUILDING COMMITTEE

Laurie Mileur *Chair*  
Igor Fedoroff *Member*  
Timothy Benes *Member*  
Donald Sather *Public Member*  
Simone Rathbun *Secretary*

CONSULTANT

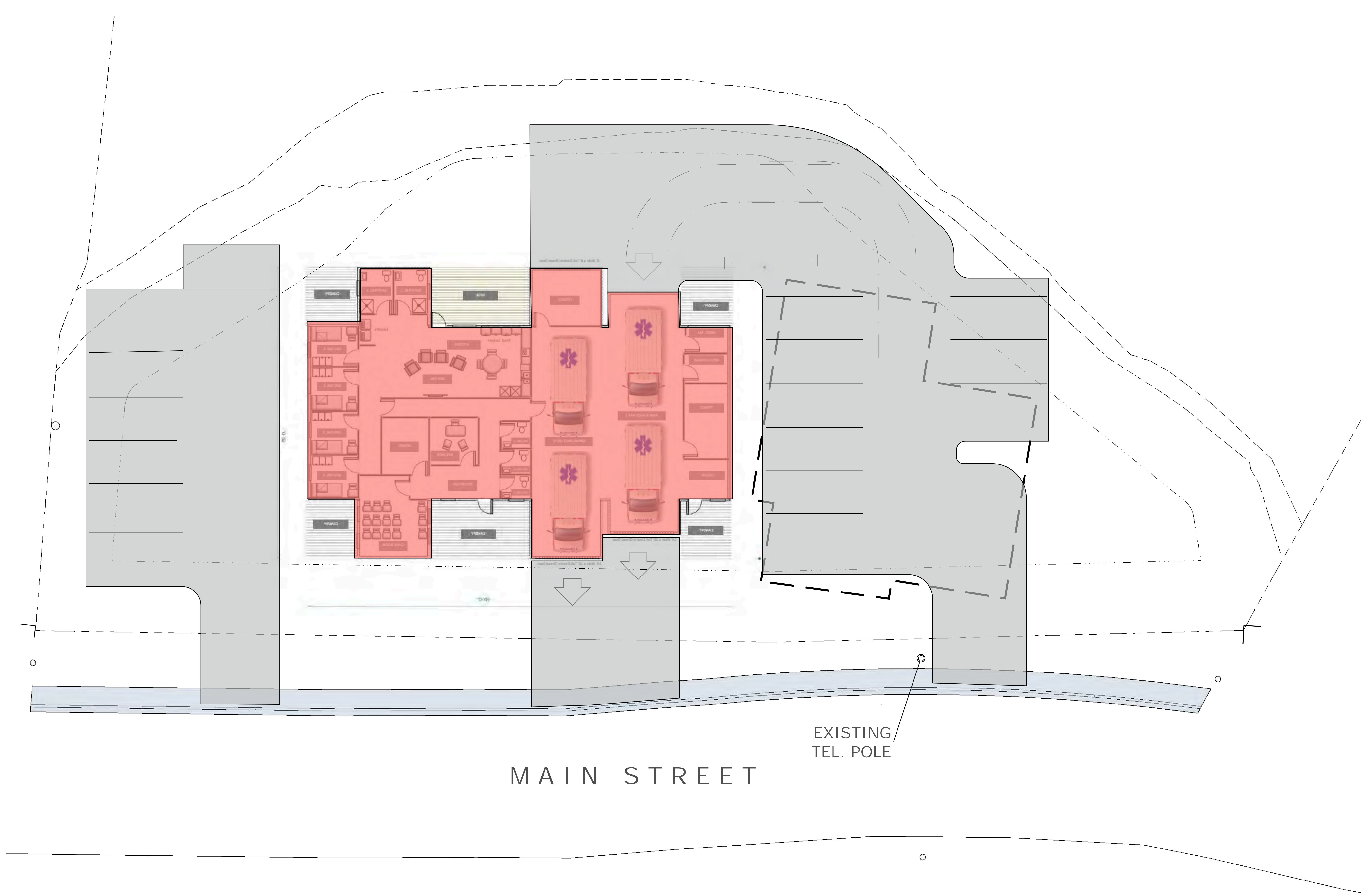
Gary Moyer, Architect  
C-16838

1118 Monroe Court  
Santa Rosa, CA 95404  
(707) 529-6010  
garymoyer1118@gmail.com

PROJECT

Proposed New  
Ambulance Station

2435 Main Street  
Cambria, CA 93428



MAIN STREET

EXISTING  
TEL. POLE

**Model B**  
EXTREME MODULAR PRELIMINARY PLAN



**Cambria Community Healthcare District - Model B Conceptual Cost Estimate**

Model B provides for a new replacement facility of 4,200 SF. The one story building will include administration offices, crew quarters, apparatus bays with exercise area, and support functions. Phase 1 demolishes the existing 1967 addition and the existing ambulance bays and installs the modular building; phase 2 demolishes the existing administration building and completes sitework.

**Building Area = 4,200 SF**

**Site Area = 26,000 SF**

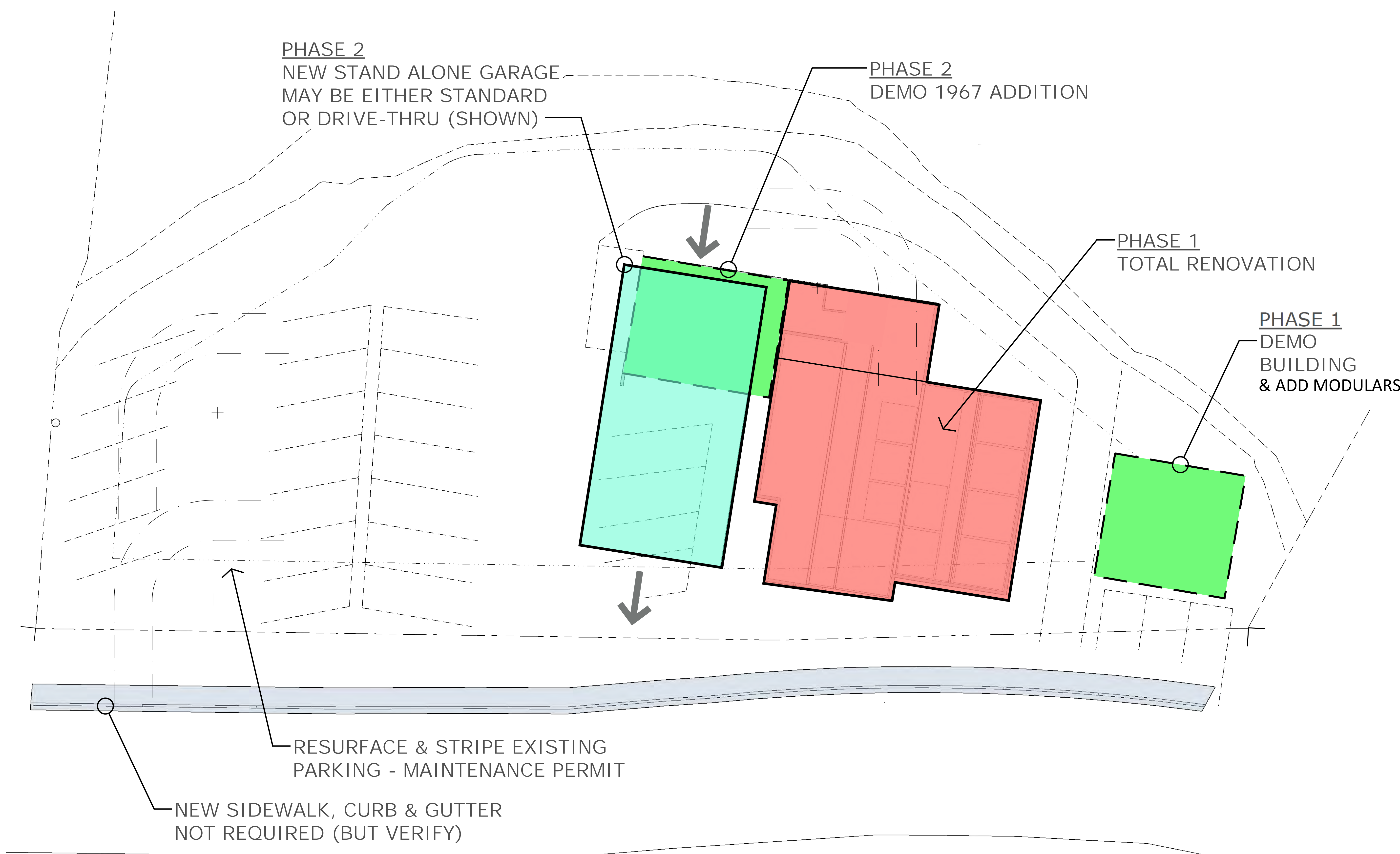
**0.60 Acres**

**Building Site = "As a function of the Building Area"**

Date Prepared: 11/1/2023 rev.

		2023 Building Cost Model B Extreme Modular		
No.	System	Model B System Selection	Cost/SF	
<b>Replacement Building</b>		<b>4,200 SF</b>		
<b>A SUBSTRUCTURE</b>				
A 10	Substructure	Concrete foundation and slab	\$ 37.76	Required per Extreme Modular for seismic restraint & settlement
<b>B SHELL</b>				
B 10	Superstructure - Roof Construction		\$ -	
B 20	Exterior Closure		\$ -	
B 30	Roofing Material		\$ -	
<b>C INTERIORS</b>				
C 10	Interior Construction		\$ -	
C 30	Interior Finishes		\$ -	
<b>D SERVICES</b>				
D 20	Plumbing System		\$ -	
D 30	HVAC		\$ -	
D 40	Fire Protection		\$ -	
D 50	Electrical Power Distribution		\$ -	
<b>E EQUIPMENT &amp; FURNISHINGS</b>				
E 20	Furnishings		\$ -	
<b>F SPECIAL CONSTRUCTION &amp; DEMOLITION</b>				
F 10	Extreme Modular Construction	4,200 sf Building prefabricated off-site	\$ 642.85	All building costs (including building design fee)
<b>Subtotal Building</b>			\$ 681.00	
Building area		4,200 sf		
<b>1</b>	<b>Subtotal Building Construction Cost</b>	\$681.0 Per SF	<b>\$ 2,860,000</b>	

<b>G BUILDING SITEWORK</b>				
G 10	Site Preparation - Demolition	Demo existing buildings, AC paving, & misc. Includes removal of hazardous materials	\$ 182,546.00	
G 10	Site Preparation - Site Clearing and Earthwork	Clear & grub, minor cut & fill, grading	\$ 114,755.00	
G 20	Site Improvements - Flatwork	Walkways and roads interconnecting site / buildings, parking	\$ 176,174.00	
G 20	Site Improvements - Landscaping	Complete basic landscaping & irrigation	\$ 15,930.00	Reduced quantities
G 20	Site Improvements - Grey Water Piping	Add for grey water piping - irrigation and as permitted for interior uses	\$ -	Deleted
G 20	Site Improvements - Debris Wall and Slope Mitigation Measures	Standard and Security fence. 75' of new 3' high debris wall and misc. drainage improvements	\$ -	No debris wall or site fencing
G 20	Site Improvements - Site Furnishing & Site Misc.	Flag poles, site furnishings, monument sign & misc.	\$ 11,800.00	
G 20	Site Improvements - Trash Enclosure	Pad, CMU wall and gate	\$ 25,000.00	Concrete pad and fence enclosure
G 20	Site Improvements - Generator Enclosure & Pad	Pad, CMU wall and gate	\$ -	Generator removed
G 30	Site Civil/Mechanical Utilities (assumed to be minimal)	Standard among all cost models based on site selection	\$ 75,225.00	
G 30	Site Civil/Mechanical Utilities - Fuel Island	Self contained storage and dispensing	\$ -	Fuel Island removed
G 40	Site Electrical Utilities - Electrical, Low Voltage, Security	Site Electrical, Low Voltage, Security	\$ 75,225.00	
G 40	Site Electrical Utilities - Generator	80 kW Generator	\$ -	Generator removed
G 40	Site Electrical Utilities - Communications Tower	Wall / Roof Connection , 40 LF tower & power / data connection to building	\$ 50,000.00	Building mounted, not freestanding
G 40	Site Electrical Utilities - Roof Mounted Photovoltaic System	35kw system - 2,600sf of 330w panels, roof mounting system, inverter	\$ 106,200.00	Size reduced for smaller building
G 40	Site Electrical Utilities - Photovoltaic System Battery Storage	35kw battery backup system with controls	\$ 66,375.00	Size reduced for smaller building
<b>Subtotal Site</b>			\$ 899,230	
	Site area	"As a function of the Building Area"	\$ 214.10	
<b>2</b>	<b>Total Site Construction cost (hard cost only)</b>		<b>\$ 899,000</b>	
<b>Subtotal Buildings &amp; Site Construction Cost (1+2)</b>			<b>\$ 3,759,000</b>	<b>\$895 Per SF</b>
	Budget & Estimate Contingency and market conditions	\$ 564,000	15.00%	
	2024 Escalation at 10% per year for 12 Months	\$ 432,000	10.00%	
	2025 Escalation at 5% per year for 12 Months	\$ 216,000	5.00%	
	2026 Escalation to the Mid-Point of Construction at 5% per year. Model B - 11 Months	\$ 198,000	4.58%	
<b>3</b>	<b>Total Building &amp; Site Construction Cost</b>	<b>\$ 5,169,000</b>	<b>\$1,231.0 Per SF</b>	
	Building & Site Estimated Soft Costs - Not in Bid	\$ 627,000		Reduced design fees, reduced inspections/testing, min. CM
	Change Order Contingency - Not in Bid	\$ 258,450	5.00%	
<b>4</b>	<b>Total Building &amp; Site Project Cost (Soft &amp; Hard)</b>	<b>\$ 6,054,450</b>	<b>\$1,442.00 Per SF</b>	
<b>Notes:</b>				
1. Costs include Contractor profit & overhead, general conditions, bonds, and insurance.				
2. Costs are based on Vanir Construction Management, Inc. database of publicly bid projects in California adjusted for the Central Coast				



PHASE 2  
NEW STAND ALONE GARAGE  
MAY BE EITHER STANDARD  
OR DRIVE-THRU (SHOWN)

PHASE 2  
DEMO 1967 ADDITION

PHASE 1  
TOTAL RENOVATION

PHASE 1  
DEMO  
BUILDING  
& ADD MODULARS

RESURFACE & STRIPE EXISTING  
PARKING - MAINTENANCE PERMIT

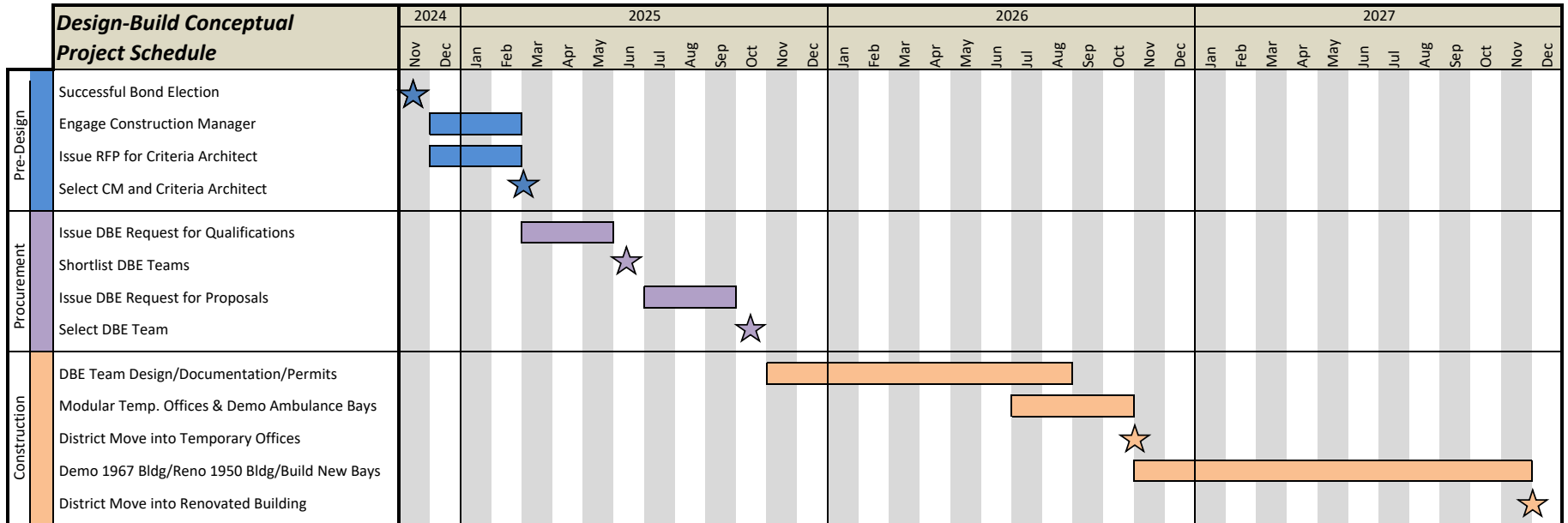
NEW SIDEWALK, CURB & GUTTER  
NOT REQUIRED (BUT VERIFY)

NOTES:

# Model C

## RENOVATE EXISTING FACILITY

## Cambria Community Healthcare District - Replacement Facility Model C - Renovation



Note: Construction duration includes 90 days of delay.

Vanir Construction Management, Inc. 11/20/23



**Cambria Community Healthcare District - Model C Conceptual Cost Estimate**

Model C renovates the existing building (3,000 sf) and constructs new ambulance bays (1,440 sf). The renovated building will include administration offices, crew quarters, kitchen/dining, and support functions. The existing building will be renovated and the existing ambulance bays demolished in phase 1; in phase 2 the 1967 addition will be demolished and 4 new ambulance bays will be constructed. This option includes minimal site work.

**Building Area = 1,440 SF**

**Site Area = 26,000 SF**

0.60 Acres

**Building Site = "As a function of the Building Area"**

Date Prepared: 10/26/2023 rev.

		2023 Building Cost Model C New Ambulance Bays		2023 Building Cost Model C Renovation	
No.	System	Model C System Selection	Cost/SF	Model C System Selection	Cost/SF
<b>Replacement Building</b>		<b>1,440 SF</b>		<b>3000 SF</b>	
<b>A SUBSTRUCTURE</b>					
A 10	Substructure	Concrete foundation and slab	\$ 47.20	Concrete foundation and slab	\$ 35.00
<b>B SHELL</b>					
B 10	Superstructure - Roof Construction	Structural steel, metal deck	\$ 29.50	Wood joists, wood deck	\$ 15.00
B 20	Exterior Closure	CMU Exterior Walls, stucco finish with some architectural features, high performance dual pane aluminum windows (15% of exterior wall area) , hollow metal doors and hardware	\$ 102.66	CMU Exterior Walls, stucco finish with some architectural features, high performance dual pane aluminum windows (15% of exterior wall area) , hollow metal doors and hardware	\$ 85.00
B 30	Roofing Material	Single ply membrane roofing	\$ 29.50	Single ply membrane roofing	\$ 29.50
<b>C INTERIORS</b>					
C 10	Interior Construction	Metal framed partitions. Solid-core interior doors with welded metal frames, hi & low security hardware	\$ 29.50	Metal framed office and corridor partitions. Solid-core interior doors with welded metal frames, hi & low security hardware	\$ 41.30
C 30	Interior Finishes	Floors - epoxy, carpet, vinyl, rubber at Exercise Room. Walls - paint, vinyl, and fabric wall covering. Bathrooms - ceramic tile. Ceilings - medium quality acoustic tile, allow for 20% hard ceilings.	\$ 35.40	Floors - epoxy, carpet, vinyl. Walls - paint, vinyl, and fabric wall covering. Bathrooms - ceramic tile. Ceilings - medium quality acoustic tile, allow for 20% hard ceilings.	\$ 57.23
<b>D SERVICES</b>					
D 20	Plumbing System	Distribution - Restroom, Showers, Decon - Copper supply lines. Fixtures - medium quality commercial grade fixtures and trim	\$ 35.00	Distribution - Restroom, Showers, Kitchen, Laundry & Breakroom - Copper supply lines. Fixtures - medium quality commercial grade fixtures and trim	\$ 42.48
D 30	HVAC	All electric 2 ton HVAC System - heat pumps	\$ 29.50	All electric 3 ton HVAC System - heat pumps	\$ 41.30
D 40	Fire Protection	Standard wet & dry systems	\$ 10.03	Standard wet & dry systems	\$ 10.03
D 50	Electrical Power Distribution	Electrical load based on 8 watts/sf. Lighting - LED fixtures with occupancy sensors and full lighting controls. Low Voltage - data, security, access control.	\$ 47.79	Electrical load based on 8 watts/sf. Distribution - Power with UPS battery backup and surge suppression. Lighting - LED fixtures with occupancy sensors and full lighting controls. Low Voltage - data, security, access control.	\$ 65.49
<b>E EQUIPMENT &amp; FURNISHINGS</b>					
E 20	Furnishings	Medium quality case-work, trim & finish carpentry	\$ 35.40	Medium quality case-work, trim & finish carpentry, storage, kitchen, laundry & various specialties	\$ 35.40
<b>F SPECIAL CONSTRUCTION &amp; DEMOLITION</b>					
<b>Subtotal Building</b>			\$ 431.00		\$ 458.00
	<b>Building area</b>	<b>1,440 sf</b>		<b>3,000 sf</b>	
<b>1</b>	<b>Subtotal Building Construction Cost</b>	\$431.3 Per SF	\$ <b>621,000</b>	\$458.00 Per SF	\$ <b>1,374,000</b>

G BUILDING SITEWORK				
G 10	Site Preparation - Demolition	Demo existing buildings, AC paving, & misc. Includes removal of hazardous materials	\$ 67,083.00	
G 10	Site Preparation - Site Clearing and Earthwork	Clear & grub, minor cut & fill, grading	\$ 50,846.20	
G 20	Site Improvements - Flatwork	Walkways and roads interconnecting site / buildings, parking	\$ 103,250.00	
G 20	Site Improvements - Landscaping	Complete basic landscaping & irrigation	\$ 15,930.00	Minimal landscaping
G 20	Site Improvements - Grey Water Piping	Add for grey water piping - irrigation and as permitted for interior uses	\$ -	Deleted
G 20	Site Improvements - Debris Wall and Slope Mitigation Measures	Standard and Security fence. 75' of new 3' high debris wall and misc. drainage improvements	\$ -	No debris wall or site fencing
G 20	Site Improvements - Site Furnishing & Site Misc.	Flag poles, site furnishings, monument sign & misc.	\$ 11,800.00	
G 20	Site Improvements - Trash Enclosure	Pad, CMU wall and gate	\$ 25,000.00	Concrete pad and fence enclosure
G 20	Site Improvements - Generator Enclosure & Pad	Pad, CMU wall and gate	\$ -	Generator removed
G 30	Site Civil/Mechanical Utilities (assumed to be minimal)	Standard among all cost models based on site selection	\$ 75,225.00	
G 30	Site Civil/Mechanical Utilities - Fuel Island	Self contained storage and dispensing	\$ -	Fuel Island removed
G 40	Site Electrical Utilities - Electrical, Low Voltage, Security	Site Electrical, Low Voltage, Security	\$ 75,225.00	
G 40	Site Electrical Utilities - Generator	80 kW Generator	\$ -	Generator removed
G 40	Site Electrical Utilities - Communications Tower	Wall / Roof Connection , 40 LF tower & power / data connection to building	\$ 50,000.00	Building mounted, not freestanding
G 40	Site Electrical Utilities - Roof Mounted Photovoltaic System	35kw system - 2,600sf of 330w panels, roof mounting system, inverter	\$ 106,200.00	Size reduced for smaller building
G 40	Site Electrical Utilities - Photovoltaic System Battery Storage	35kw battery backup system with controls	\$ 66,375.00	Size reduced for smaller building
<b>Subtotal Site</b>			\$ 646,934	
Site area		"As a function of the Building Area"	\$ 449.26	\$ -
<b>2</b>	<b>Total Site Construction cost (hard cost only)</b>	\$24.88 Per SF	\$ 647,000	\$ -
<b>Subtotal Buildings &amp; Site Construction Cost (1+2)</b>			\$ 2,642,000	
Budget & Estimate Contingency and market conditions			\$ 396,000	15.00%
2024 Escalation at 10% per year for 12 Months			\$ 304,000	10.00%
2025 Escalation at 5% per year for 12 Months			\$ 152,000	5.00%
2026 Escalation at 5% per year for 12 Months			\$ 152,000	5.00%
2027 Escalation to the Mid-Point of Construction at 5% per year. Model C - 4 Months			\$ 51,000	1.67%
<b>3</b>	<b>Total Building &amp; Site Construction Cost</b>		\$ 3,698,835	
Building & Site Estimated Soft Costs - Not in Bid			\$ 1,529,000	Half time project management
Change Order Contingency - Not in Bid			\$ 184,942	5.00%
<b>4</b>	<b>Total Building &amp; Site Project Cost (Soft &amp; Hard)</b>		\$ 5,412,777	

**Notes:**

1. Costs include Contractor profit & overhead, general conditions, bonds, and insurance.
2. Costs are based on Vanir Construction Management, Inc. database of publicly bid projects in California adjusted for the Central Coast

# Cambria Community Healthcare District Construction Cost Overview

11/20/23

## Cost Summary and Comparison

	Model A	Model B	Model C
1. Building Only Construction Cost (current day)	2,108,000	2,860,000	1,195,000
2. Site Only Construction Cost (current day)	899,000	899,000	647,000
Subtotal Building + Site Construction Cost (current day)	3,007,000	3,759,000	2,642,000
Escalation to Mid-Point of Construction	1,186,000	1,410,000	1,056,835
3. Total Building and Site Construction Cost (bid day cost)	4,193,716	5,169,000	3,698,850
Building and Site Soft Costs	1,518,000	627,000	1,529,000
Change Order Contingency	209,686	258,450	184,942
<b>4. Total Project Cost</b>	<b>5,921,402</b>	<b>6,054,450</b>	<b>5,412,792</b>

## Soft Costs Comparison

	Model A	Model B	Model C
Architect/Engineer Design & Bridging Documents	\$220,000	\$55,000	\$55,000
Design-Build Entity Design Services	\$385,000	\$0	\$110,000
Inspections	\$220,000	\$84,500	\$165,000
Design-Build Entity Stipend	\$22,000	\$22,000	\$22,000
Materials Testing	\$66,000	\$33,000	\$33,000
Commissioning	\$38,500	\$27,500	\$27,500
Project/Construction Management	\$319,000	\$165,000	\$319,000
Connection Fees/Permits	\$110,000	\$110,000	\$110,000
County Fire Inspections	\$27,500	\$20,000	\$27,500
Furniture, Fixtures & Equipment (FF&E)	\$110,000	\$110,000	\$110,000
Temporary Modular Offices and Housing	\$0	\$0	\$550,000
<b>Total</b>	<b>\$1,518,000</b>	<b>\$627,000</b>	<b>\$1,529,000</b>



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

**TO:** Board of Directors

**FROM:** Board President, Cecilia Montalvo

**DATE:** November 28, 2023

**AGENDA DESCRIPTION:** Interim Supervisor Duties

**RECOMMENDATION:** Recommendation to update job duties and compensation for three stipend Interim Supervisor positions.

**FISCAL IMPACT:** Three interim Supervisor positions with total compensation of \$3,000 per month.

**DISCUSSION:** At the October 23<sup>rd</sup> Board meeting the Board of Directors approved the hiring of three Interim Supervisor positions to assist with coverage for the vacant Director of Operations position. Following the October Board meeting, Mr. Bryant, Mr. Nurge and Mr. Hoover reviewed current operational duties and created individual job descriptions and assignments. The final job descriptions divide responsibilities equally between three supervisors and a request has been made that compensation be set at \$1,000 per Supervisor or \$3,000 total per month.

The refined job descriptions are included as Attachment 1.

**ATTACHMENTS:**

Attachment 1 – Interim Supervisor Job Descriptions

**BOARD ACTION:** Motion to approve Interim Supervisor job descriptions and compensation.

Date of Vote: November 28, 2023                      UNANIMOUS: \_\_

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



## **Cambria Community Healthcare District –Interim Supervisor Duties**

Supervisory roles for the operation of the CCHD shall be shared between three full-time paramedics. The supervisor on duty shall have oversight of employees, clinical operations and EMSA coordination during that shift. In the event vacations, CTO or sick time is scheduled for Supervisor, “Adam 2” coverage (EMSA emergency contact) will be assigned on a rotating basis.

The EMSA Director for San Luis Obispo County has approved the rotating Adam 2 schedule with a single phone number to call for the supervisor on duty. Supervisors shall seek feedback from the EMSA on any concerns arising from the supervisory structure. Supervisors shall attend EMSA meetings while off duty as follows:

- ❖ Emergency Medical Care Committee (EMCC) Every Third Thursday of every other month 8:30 am.
- ❖ Operations Subcommittee. First Thursday every other month 9:00 am.
- ❖ Clinical Advisory Committee. Second Tuesday every other month 10:15 am.
- ❖ Ambulance Performance and Operations Committee. No date/time

Any event relating to a potential violation of policy, or a potential quality of care concern shall be reported to the Board Ombudsman (Bruce Mumper) and to the Administrator. Depending on the circumstances, the Board Ombudsman shall work with the supervisor, employee, and administrator to resolve.

---

### **Position 1 (Michael Bryant)**

- ❖ Ordering Supplies
  - Medical Supplies
  - Station Supplies
  - Uniforms
- ❖ Reviewing PCR's when on duty
- ❖ Monthly Operations Report
- ❖ Attending the EMSA Operations, QI, and EMCC meetings (Rotation )
- ❖ On call as Adam 2 on a rotating schedule
- ❖ Emergency Response Contact
- ❖ Back-up scheduling person
- ❖ Update Radios
- ❖ Primary point of contact for the Board of Directors – Operations
- ❖ Identify violations of the SOP/MOU and report to the Board Ombudsman and Administrator

- ❖ Review operations@cambria-healthcare.org email when on shift, respond or forward message to appropriate contact person.
- 

## **Position 2 (Tim Nurge)**

- ❖ Training
  - ❖ Field Training Officer
    - Handles required certificates, licenses, TB tests, Flu Shots, Medical Examiner Cards, Paramedic Card, EMT card
    - Yearly required training
    - Paramedic update
      - Required quarterly Paramedic Training sign-offs
      - Recruitment of new employees
    - Training of new employees
  - ❖ Reviewing PCR's when on duty
  - ❖ Attending the EMSA Operations, QI, and EMCC meetings (Rotation)
  - ❖ On call as Adam 2 on a rotating schedule - Emergency Response Contact
  - ❖ Main scheduling person
  - ❖ Investigate violations of the SOP/MOU and report to the Board Ombudsman and Administrator
  - ❖ Computer and IT
  - ❖ Review operations@cambria-healthcare.org email when on shift, respond or forward message to appropriate contact person
- 

## **Position 3 – Paul Hoover**

- ❖ Controlled Substances
  - Tracking
  - New users
  - Reports to EMSA every quarter
- ❖ Vehicle Maintenance
  - Oil Changes
  - Tire repairs, rotation, brakes
  - Repairs
- ❖ Station Maintenance
- ❖ Routine Facility Maintenance
- ❖ Medical Equipment Maintenance
- ❖ Primary point of contact for Facilities Committee of the Board
- ❖ Reviewing PCR's when on duty
- ❖ On call as Adam 2 on a rotating schedule - Emergency Response Contact
- ❖ Back-up scheduling person

- ❖ Investigate violations of the SOP/MOU and report to the Board Ombudsman and the Administrator.
  - ❖ Review operations@cambria-healthcare.org email when on shift, respond or forward message to appropriate contact person.
- 

## **Compensation:**

### **Monthly Supervisor Stipend**

Each supervisor shall be paid \$1,000 per month as compensation for their supervisory duties. In the event there is a change in the number of supervisors, or a reassignment of duties, compensation may be modified upon the approval of the Board of Directors.

### **Emergency Medical Services Agency (EMSA) Meetings:**

Supervisors shall receive their hourly overtime rate of pay to attend EMSA meetings. In addition, the supervisor shall receive reimbursement of mileage to attend meeting.

### **Adam 2 Coverage – Standby** (Emergency Response Contact)

Supervisors shall be paid additional “Standby Pay” at the rate of \$5.00 per hour. Upon call-out (when the employee leaves their house or location in which the call-out was received) the employee shall then be “on the clock” for the purposes of overtime pay.



**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**  
**BOARD AGENDA STAFF REPORT – 03**

**TO:** Board of Directors

**FROM:** Linda Hendy, Administrator

**DATE:** November 28, 2023

**AGENDA DESCRIPTION:** Local Agency Investment Fund (LAIF) Account Update

**RECOMMENDATION:** Recommendation to update the LAIF account representative to remove Mike McDonough as Administrator and replace with Linda Hendy as Administrator.

**FISCAL IMPACT:** None at this time

**DISCUSSION:** The District reserve funding account is held with the Local Agency Investment Fund (LAIF). LAIF is established in the State Treasury under Government Code section 16429.1 et.seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer.

CCHD account representatives are authorized to execute and deliver any and all Board approved documents necessary or advisable to deposit or transfer monies to/from LAIF to District operating bank accounts.

**ATTACHMENTS:**

Attachment 1 – Resolution 43-23

Attachment 2 Authorization for Transfer of Funds Form

**BOARD ACTION:** Motion to approve update to Local Agency Investment Fund account representatives.

Date of Vote: November 28, 2023                      UNANIMOUS: \_\_

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



**CAMBRIA COMMUNITY HEALTHCARE DISTRICT (CCHD)**

**AUTHORIZING INVESTMENT OF MONIES IN  
THE LOCAL AGENCY INVESTMENT FUND**

**WHEREAS**, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the CCHD Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the District;

**NOW THEREFORE, BE IT RESOLVED**, that the CCHD Board of Directors hereby authorizes the deposit and withdrawal of District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following District officers holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Linda Hendy  
Administrator

Simone Rathbun  
Office Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Section 2. This resolution shall remain in full force and effect until rescinded by Cambria Community Healthcare District Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer’s Office.

**PASSED AND ADOPTED**, by the CCHD Board of Directors of San Luis Obispo County of State of California on November 28, 2023.

\_\_\_\_\_  
Cecilia Montalvo, CCHD Board President

ATTEST:

\_\_\_\_\_  
Bruce Mumper, CCHD Board Secretary



**California State Treasurer's Office  
Local Agency Investment Fund (LAIF)**

**Authorization for Transfer of Funds**

Effective Date \_\_\_\_\_

Agency Name  
Cambria Community Healthcare District

LAIF Account #  
20-40-001

Agency's LAIF Resolution # \_\_\_\_\_ or Resolution Date \_\_\_\_\_

**ONLY** the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. ***This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.***

Name	Title
Linda Hendy	Administrator
Simone Rathbun	Office Manager

**Two authorized signatures required.** Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

\_\_\_\_\_  
Signature  
Linda Hendy

\_\_\_\_\_  
Print Name  
Administrator

\_\_\_\_\_  
Title  
805-927-8304

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature  
Simone Rathbun

\_\_\_\_\_  
Print Name  
Office Manager

\_\_\_\_\_  
Title  
805-927-8304

\_\_\_\_\_  
Telephone

Please provide email address to receive LAIF notifications.

Name	Email
Linda Hendy	lhendy@cambria-healthcare.org
Simone Rathbun	srathbun@cambria-healthcare.org

Please email the completed form for review to [laif@treasurer.ca.gov](mailto:laif@treasurer.ca.gov) and allow 2 days for the review. **DO NOT** mail the original form until you receive a response from LAIF that the form is acceptable.

Mail the approved form to: CA State Treasurer's Office  
Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001



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

**TO:** Board of Directors

**FROM:** Interim Operations Supervisor, Tim Nurge

**DATE:** November 28, 2023

**AGENDA DESCRIPTION:** Article 9.01 - Standard Operating Procedure (SOP) Revisions

**RECOMMENDATION:** Recommendation to amend hiring procedures for field personnel with the intent of being able to hire qualified reserve candidates more quickly and, efficiently.

**FISCAL IMPACT:** Decrease operating expense for duplicate medical exams.

**DISCUSSION:** Management is proposing revisions to the District's current SOP outlining hiring practices for external and internal EMTs and Paramedics. It is common practice for the District to promote from within. The proposed revisions to the SOP'S would increase the efficiency of hiring an internal candidate. Internal candidates would forgo the duplicate requirement to undergo drug and alcohol screening and would, forgo the physical agility testing as they have already met this requirement as a CCHD reserve employee. Additionally, the proposed revisions to the SOP eliminate the duplicate requirement for medical screening. The candidates already meet this requirement by maintaining a Medical Examiners certificate, and they undergo medical screening every 2 years.

Given the continued effort to operate the District with a full staff, the proposed additions and deletions streamline the hiring process therefore reducing force hires and overtime pay to cover vacancies.

**ATTACHMENTS:**

Attachment 1 – Article 9.01 Revisions

**BOARD ACTION:** Motion to approve revisions to Article 9.01.

Date of Vote: November 28, 2023                      UNANIMOUS: \_\_

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

## CAMBRIA COMMUNITY HEALTHCARE DISTRICT STANDARD OPERATING PROCEDURE

### ARTICLE NINE

#### EMPLOYMENT INFORMATION

##### **9.01 EMT & Paramedic Hiring Procedures**

###### 9.01.050 General Sequence –

An open field position with the District shall be addressed in the following order. A detailed review of these areas is contained in subsequent sections.

- (1) Open Position
- (2) Position review and temporary assignment
- (3) Vacancy announcement
- (4) Hiring committee establishment
- (5) Testing and interview date established/conducted
- (6) Conditional Offer of employment
- ~~(7) Physical/Medical examination~~
- (8) Drug and alcohol screening (Not required for Internal Candidates)
- ~~(9) Final Pre-employment interview~~

###### 9.01.100 Letter of Interest –

Any letter of interest regarding potential employment opportunities will be retained for a one-year period and all persons making a submission shall be advised of the one-year period, and that an extension may be obtained by written request. The District shall not be obligated to advise of the expiration of this period. This letter should be from a current part-time employee that is in good standing with the CCHD.

###### 9.01.150 Application –

Form X in the appendix represents the District's general application. **All applications will be kept for 1 year from their submission date.** With respect to this form, the following guidelines shall apply:

- (a) Any refusal or intentional omission of a required signature shall be considered immediate grounds for non-acceptance or eventual rejection of this application and Title 13 verification (ambulance position).
- (b) Any omission, falsification or misrepresentation of any information relating to the position being applied may be

considered grounds for dismissal or non- acceptance.

- (c) The District reserves the right to investigate all statements contained in the application and Title 13 verification (ambulance position), and to utilize such information in its determination as to whether the applicant is qualified or acceptable for the position. Such investigation shall include, but not limited to:
  - (1) Contact with former employers.
  - (2) Warrants/driving record check on Driver's License Number.
  - (3) Contact with former or current agency having certification or jurisdictional control of emergency medical qualifications (ambulance position).
  - (4) Verification of school or class attendance.
- (d) All other applications relating to full time, part time and outside relief positions shall be retained in their appropriate file sections. ~~All full time, part time and outside relief position applications will be retained by the District indefinitely.~~
- (e) On an annual basis (May), the Operations Manager shall conduct a review of the applications (ambulance positions) on file to determine if updated information is required. During this review a driver's license check of all District drivers with the Department of Motor Vehicles shall be conducted. The results of this DMV check shall be copied and reported to the District's current or potential insurance carrier.
- (f) All applications and other confidential personnel information will be retained in a locked file compartment with access allowed only to the Administrator, Operations Manager. Any personnel may request the right to examine their file, but must do so in the presence of the Administrator and may not remove any papers from the premises. Permission must be obtained by the Administrator to duplicate any documents. Any information, either verbal or written, contained on any documents maintained in this locked compartment shall not be released to any individual or organization without the written permission of the employee, or by court order, or other legal process, unless such information is determined to be necessary as a part of carrying out ongoing District Operations as defined by the Administrator.
- (g) The Operations Manager may at his/her discretion retain information relating to training and certification maintenance. Although not contained in a locked compartment, such information may not be released unless requested by an official

agency or individual pertaining to the information being requested. Examples of such information include, but are not limited to, the following:

- (1) Driver's License number to the Department of Motor Vehicles.
- (2) Certification expiration dates to the EMSA or County.
- (3) Employment dates and pay rates to State Comp. Insurance.

#### 9.01.200 Initial Pre-hiring Activity –

Immediately following an employee termination, **pending** resignation, **pending** retirement, or new position creation, the next two steps shall be enacted:

- (a) Temporary assignment to cover the position shall be authorized, if necessary. Notification in writing will be sent to the EMSA advising of any change in ALS personnel. Directors shall be advised in writing.
- (b) An evaluation of the position's job description and employment criteria shall be conducted by District Staff, with any recommendations delivered to the Board by the next meeting.

#### 9.01.250 Vacancy Announcements –

Should an opening occur with any **field** position of this District, the following sequence of events shall be enacted:

- (a) Any candidates who remain on the Hiring List from the past year will be contacted for potential hiring.
- (b) Full-Time Openings: If there are no current candidates on the most recent hiring list, an internal announcement of an open Full-time position shall be sent out to all current part-time reserve staff with information contained in subsection (g).
- (c) If only one internal candidate submits a Letter of Interest and there is an immediate/impending need for Full-Time staff, the Administrator will have the option to discuss with the Board of Directors the option to forgo Hiring Committee/Testing/Interview Process and submit a Conditional Offer of Employment to the candidate. The Administrator may still put the candidate through the testing and interview process to help determine if the candidate would be adequate for Full-Time status.

(d) If there are multiple internal candidates for a Full-Time position, an establishment of Hiring Committee and Testing/Interview process will move forward for Internal Candidates.

(e) Any opening requiring external applicants will be posted on the CCHD website as well as the front door of the CCHD Office. A notice of the opening shall be emailed to those persons with letters of interest or applications on file, that are less than one year old.

(f) Open position announcements shall indicate as a minimum the following.

~~A minimum of three announcements shall be placed in local newspapers of general circulation. Announcements in daily newspapers shall run for at least three days each week, for two weeks. Announcements in weekly newspapers shall run for two weeks. In addition to the preceding, announcements shall be posted statewide in various sources, including but not limited to: California State Employment Office, State EMS Authority Internet Site, and EMS Journals. Each announcement shall indicate as a minimum the following:~~

- (1) Position open and duties
- (2) Minimum qualification
- (3) Salary range
- (4) Testing procedure
- ~~(5)~~ Application or Letter of Interest Deadline

~~(g) A notice of opening with the information contained in sub-section~~

~~(a) above shall be emailed to those persons with letters of interest or applications on file, and less than one year old.~~

~~(h) A notice of opening shall be posted near the front entrance to the District office. The notice will be removed after 1700 hours on the above referenced deadline.~~

(i) A date not exceeding 30 days past the application deadline shall be established to administer the tests and interviews. All applicants will be made aware of this date and the appropriate times.

#### 9.01.300 Hiring committee –

An ad hoc committee of ~~three~~ a minimum of two members shall be established by the Administrator for

the purpose of reviewing applications, interviewing applicants and establishing a hiring list. ~~This committee will be activated during the two-week period subsequent to the receipt of applications.~~ The committee shall be comprised of the following members, unless the provisions of Section 8.05.001, Spoils System, are applicable:

- (a) ~~Required: Operations Manager~~ **Required: Field Operations Director or Supervisor**
- (b) **Required:** One member selected by the Administrator.
- (c) **Optional:** District Board of Director
- (d) **Optional: One member of the general public**

#### 9.01.350 Review, Testing and Interview –

Within 30 days subsequent to the **Application or Letter of Intent for Full-Time** submission deadline, all testing and interview activities shall be conducted, unless directed otherwise by the Administrator. It will remain the emphasis of this District to conduct all of these activities on consecutive days in order to facilitate those applicants who must travel substantial distances to attend this process. All applicants determined to be eligible by the Hiring Committee shall be notified of the time and place for the testing. Furthermore, the following sub-sections shall describe the general procedures for this testing day:

- (a) At least one week prior to the testing date, the Hiring Committee will review all applications and determine if the minimum qualifications have been met for the announced position.
- (b) ~~At 0900 hours~~ On the established testing date, a 50-question general medical knowledge exam (100 points) shall be administered to all **candidates**. Those passing with a score of 80% or above shall be advised to report to an established location for **skills test, physical agility test, and interview**.
- (c) **The physical agility test will not be required for internal candidates.** The physical agility test will consist of five stations selected to reflect requirements from the Physical Endurance Specifications as established in Section 9.04.300. A criteria list will be developed prior to the testing with qualified proctors assigned to each station. The applicant's performance at each station will



be reviewed on a pass/fail basis. If at the end of all five stations, the applicant fails on any one of them, he/she will be allowed one more opportunity to pass. Failure at ~~two stations~~ or the second attempt at one station will result in disqualification for the position. All applicants must sign a waiver of liability prior to taking this test.

- (d) The skills test shall consist of two procedures or scenarios (25 points each) requiring a demonstration of practical field knowledge. A qualified proctor shall be assigned to review each skill demonstration and to appropriate points based upon the observed level of competency. A breakdown of the skills components and point assignment shall be established in advance. These tests will maintain a minimum qualifying score **as well as critical fail criteria** and those applicants not attaining such score will be excused from further testing participation.
- (e) The remaining applicants shall be scheduled for a 20 to 30 minute interview. ~~Six~~ **Five** primary questions **and Five scenario questions** will be asked with an overall point value of 45 per question, equaling ~~90~~ **50** possible points **per committee member**. For each question, the hiring committee member shall assign a point rating from 1 - 5 with the following applications:

Scale:

- Unacceptable 1
- Adequate 2
- Average 3
- Above average 4
- Outstanding 5

Non-point questions may be asked as needed to assist in the evaluation process. An additional ~~60~~ **20** points will be assigned per applicant based on the following ~~six~~ **four** areas. A committee member shall assign the points to the degree he or she feels it is applicable. Maximum interview points per applicant is ~~150~~. **70**

General areas:

- Appearance 0 to 5 pts (appropriate attire, grooming)
- Demeanor/**Communication**, 0 to 5 pts (confident, calm, thorough answers)
- ~~- Area Familiarization, 0 to 3 pts (Cambria, SLO county)~~
- Additional skills/qualifications/**availability**, 0 to 5 pts (fire, hospital)
- ~~- Qualifications, 2 to 4 pts (EMT to EMT-P)~~

- Familiar with operations, 0 to 5 pts (CCHD employment)

- (f) At the conclusion of the testing/interview period, the hiring committee will compile the accumulated data and establish a numerical ranking based upon the points each applicant received. If a tie (or ties) exist, the committee may assign additional comparison points to the most qualified applicant, the next most qualified applicant, and so on, based upon item (2) above. For example, 3 ties = 3 comparison points to the most qualified, 2 points to the second, etc.

The hiring committee may also contact prior employers/references on the candidate's application to verify information. This may influence the candidates ranking on the hiring list as well as disqualify a candidate based on omission, falsification or new information. All applicants will be advised within one week subsequent to the interview of the results.

#### 9.01.400 Hiring List –

A list shall be presented to the Administrator indicating the final results of the testing/interview process **for all candidates who passed their testing**. This list will be established for a one- year period ~~with a one-time option to extend the list for an additional year~~ and shall be consulted for any open position occurring within same. All final applicants within the top ten rankings will be informed of their position on the list. All other applicants will be advised only upon written request. The top applicant ~~will now be considered a candidate, and shall be offered the open position (if applicable), subject to satisfactory completion of the Medical/Physical Examination and the Pre-employment interview.~~ The candidate's position on the list may be adjusted as necessary should any participation be withdrawn by request or disqualification. In the unlikely event that all initial ten rankings on the hiring list have refused the position or have been disqualified, the Administrator shall declare this hiring process void and undertake the required steps to re-open the position.

#### 9.01.450 Starting Date

**A Conditional Offer of Employment letter with an official starting date and payscale will be given to the candidate. At this time an applicable District Manual and MOU will be issued.**

#### 9.01.450 Medical/Physical Examination –

~~If a conditional offer of employment is extended, the position~~

~~candidate will be required to attend a District arranged medical/physical examination by a District specified physician. The candidate will be further required to complete a comprehensive medical questionnaire that will be an integral part of the examination report.~~

- ~~(a) The purpose of this examination is to ensure the District that the candidate meets the minimum medical and physical qualifications for the position being applied and to make certain that the candidate can perform the physical requirements of the job without posing an undue risk of harm to himself/herself or to others in the performing the position's duties.~~
- ~~(b) The criteria of this examination are based upon the position job descriptions, beginning with Section 9.04.300; the Physical Endurance Specification and the Physical/Medical Qualifications/limitations as established in Section 9.04.350.~~
- ~~(c) Prior to any examination the physician shall be provided with a copy of the applicable Sections listed above in Sub-section (b). The physician shall be instructed to conduct the examination with regard to the physical and medical expectations of the position for which employment is sought. It is in the interest of public safety that the examining physician certify that the candidate does not have any physical, mental or organic defect of such a nature as to affect the candidate's ability to safely carry out the described duties.~~
- ~~(d) Any candidate refusing to consent to the examination will automatically be disqualified. There will be no exception nor appeal to this sub-section.~~
- ~~(e) Right of appeal A candidate may appeal a negative exam report (one that declares a candidate physically or medically unqualified for the position being applied) by obtaining another examination (subject to established criteria as described in Sub-section (b) above and completed on the CCHD examination form) by a physician of their choosing and at their expense. The results of this examination will then be reviewed by the hiring committee which will then issue a final decision regarding the appeal.~~
- ~~(f) Any candidate (also as hired employee) determined to have intentionally falsified or omitted any~~

~~information relative to this examination and report will be considered for disciplinary action, including dismissal.~~

~~(g) Granting of a waiver – A candidate may request the issuance of a waiver for any impairment or disability. Such request must be accompanied by written documentation explaining why such impairment or disability would not interfere with the candidate's ability to safely carry out the duties as described in the appropriate job description and physical endurance specification. Such request will be reviewed by the District Administrator and the District sponsored physician and a decision rendered. As established in Sub-section (e) above, a negative decision (and resulting negative exam report) may be appealed as set forth.~~

~~(h) In addition to the criteria set forth in this section, any candidate shall be required to present the Medical Examiner's Certificate (card) as specified in the Department of Motor Vehicles Medical Examination Report #DL 51, which is required for the California Ambulance Drivers Certificate. Successful completion of this certificate does not preclude, however, the candidate from completing the District's examination nor does such successful completion reverse or appeal a negative decision stemming from the District sponsored examination and/or Hiring Committee Decision.~~

#### 9.01.500 Drug and Alcohol Screening –

After a conditional offer of employment is extended, a candidate must submit to a pre-hiring drug and alcohol screening test performed by the outside vendor designated by the District. The candidate is required to cooperate completely with all aspects of the screening/testing process. Candidates who either do not cooperate fully or who fail to pass the drug and alcohol screening will be summarily rejected for possible employment and the conditional offer of employment will be deemed revoked. **Drug and alcohol screening will not be required for internal candidates.**

#### 9.01.550 Final Pre-employment Interview –

~~As the final step in the hiring process, the Administrator shall reserve the right to reverse the decision of the hiring committee should he or she determine, as result of the pre-employment interview or from other sources of information, that there are past or existing circumstances that negate the hiring of the number one (or~~

~~successive) candidate. all applicants shall present proof of their eligibility to work in the U.S. through an INS Form I-9. Such a finding will be completed in writing with copies extended to the candidate and the hiring committee. The next in line candidate will subsequently be offered the position.~~

~~The primary purpose of the pre-employment interview will be to allow the Administrator the opportunity to review with the candidate the remaining processes of hiring and to discuss the elements of the one-year training/probation period. The time and date for this interview shall be established as soon as possible following the completion of the medical examination and the position offering.~~