



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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Key Largo Volunteer Ambulance Corps Business Meeting Minutes May 10, 2011

Board members in attendance were Russ Cullen, Ronnie Fell, Jackie Harder, Tess Marra, Edwin Linares, Scott Robinson and Linda Lee Sawart. A quorum was present. Also in attendance was Jack Bridges, Corps attorney, and Bruce Stoll, District Administrator. Membership attendance is reflected in the monthly attendance roster.

1. Call to Order

Meeting was called to order at 6:30pm by President Ronnie Fell.

2. Announcements

- Birthdays for the month of May are Roy Khanna, Edwin Linares and Russ Cullen.
- There will be a Memorial Service for Russ Anderson at 7:00pm at the Elks Club in Tavernier. Tess Marra will take an ambulance to the service leaving the building at 6:30.
- Jackie and Leo Bello will be running as volunteers.
- G W DePauw is returning.
- A part time paramedic, Jason Bogk, has been hired.
- Dave Cruciger has received his new kidney.
- \$2000 has been spent to repair the upstairs air conditioner.
- Thank you to the volunteers at the April 17 Kid's Health Day.
- The MCI Drill was a success.
- Mariner's Hospital is sponsoring a trauma class conducted by Ryder Trauma Center.
- Items for the budget are being accepted by Chief Bock.
- Ken Edge's mother passed away. He thanked the crews for all their help.

3. Approval of Minutes

Russ Cullen motioned to postpone approval of the April 12 minutes as they were not received by board members. Jackie Harder seconded. Motion passed unanimously.

4. Treasurer's Report

Jackie Harder questioned some of the balances in the treasure's report. Scott Robinson motioned to postpone approval of the report until Chief Bock can be at a meeting to explain. Russ Cullen seconded. Motion passed unanimously.

5. Committee Reports

Committee reports are available for viewing in the KLVAC office.

6. Legal Report

Jack Bridges discussed the issue of adopting the termination clause in the Fire Department's contract vs. keeping KLVAC's contract termination clause stating the main difference is the Fire Department will mediate prior to giving notice of termination; KLVAC will mediate after notice of termination. No action was taken.

Jack reported he is representing a client who had been treated by KLVAC crew. They had nothing but praise for crew members.

7. Old Business

A. Motion Approval of Contract Extension

Jack explained this is a housekeeping issue. A two week contract extension required signing to cover the period between expiration of the current contract and passage of the new contract. Russ Cullen motioned to authorize KLVAC's president to sign the two week contract extension. Edwin Linares seconded. Motion passed unanimously.

B. Truck Update

It has been reported that Med Unit 75 which has been at Palmetto Ford has once again been repaired. The District will take action should there be a problem this time.

C. Suspension/Termination Clause

Scott Robinson motioned to amend the agenda for discussion of the Termination and Suspension clause. Edwin Linares seconded. Motion passed unanimously. Board action is required to suspend members not active for more than ninety days. These individuals are contacted via a letter sent certified mail to their last known address. If there is no appeal within thirty days they are automatically terminated.

Scott Robinson motioned to send a letter to the following members notifying them of their suspension: Juan Martinez, Onelio Baez, Edward Bonilla, Paul Doan, Aimee Faries, Miguel Clero, Gina Johnson, Myles Kittleson, Jeremiah Lamm, Stan Linder, Diana McCune, Abraham Morales, and Nell Rose Steed. Tess seconded. Motion passed unanimously.

Jack Bridges will craft the letter notifying them of their suspension.

Russ Cullen motioned that the suspension/termination issue discussed above be set as an agenda item each month. Jackie Harder seconded. Motion passed unanimously.

Chief Bock will craft a form to be signed at the beginning of employment stating that all equipment and uniforms will be returned at the time of termination or the employee will be responsible for payment of items not returned.

Jack Bridges noted that should the next meeting be more than 35 days from the day of the notification of the suspension letter, termination will be considered at the following meeting.

8. New Business

A. District Administrator Begins Employment

Ronnie Fell welcomed the new District Administrator, Bruce Stoll.

9. Membership Discussion

Ronnie Fell discussed negativity among corps members. He asked that members please try to minimize it. Suggestions made from members were:

- Be respectful of one another.
- You are a professional; act like one.
- Put your personal issues aside.
- Remember you are here for the good of the patient.
- Rather than criticize, offer assistance.
- Change your attitude.
- Schedule yourself differently.

Scott Robinson reported that the District has approved funding for an Employee Assistance Program (EAP). This program provides professional assistance for issues such as marital, legal, financial, emotional or substance abuse problems. Contact Ronnie Fell or Donald Bock for more information.

George Mirabella's sister and aunt passed away and he thanked everyone for their support and help during this time.

10. Adjournment

Motion was made by Ronnie Fell and seconded by Russ Cullen to adjourn. Motion carried unanimously.

Meeting adjourned at 7:40pm.

Pamela Johnson
Recording Secretary

Key Largo Volunteer Ambulance Corps				
Monthly & Year to Date Summary Report				
For Month of May 2011				
		Fiscal	Comparison	Diff 2009
Workloads	Current Month*	Year to Date	Last FY To Date	Vs 2008 YTD
Total Runs Billed	69	481	423	58
Net Revenue			Comparison	
	Current Month	Year to Date	Last FY To Date	
Gross Charges	\$40,562.72	\$280,564.08	\$258,922.15	\$21,641.93
Credit Adjustments (Total)	\$4,948.93	\$31,229.01		
Medicare	\$1,153.19	\$10,792.89		
Medicaid	\$3,118.82	\$17,246.88		
Approved Write-offs	\$0.00	\$1,544.71		
Other Govt W/O	\$646.92	\$1,346.33		
Trauma District	\$0.00	\$0.00		
Retained By Collections Agent	\$0.00	\$298.20		
Adjusted Charges	\$35,643.79	\$249,335.07		
Deposits	\$20,439.41	\$160,764.73	\$160,138.25	\$626.48
Charge Adjust or Refunds**	\$0.00	\$2,189.36		
Adjusted Income	\$20,439.41	\$158,575.37		
Receivables	Current Month			
As of 5-31-11				
Total Receivables	\$191,552.67			
Current Bad Debt	\$57,443.15			
* Certain workload and charge data may not be in these current month figures if runs were received late in the month. All revenue figures are complete if received by last workday				
** Charge adjusts are either refunds or charge resotations of prev. w/o				
*** Current bad debt includes Bad Debt+Bad Debt non Collectible+ Unbillable runs + Chap 7-11				
**** Excludes \$782,073.23 in uncollected accounts placed with Collection agency 2002 to present				
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**Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
May 2011**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$189,121.72	-\$12,315.73	\$20,968.56	\$841.52	\$3,064.97	\$247,107.13	\$448,788.27
<u>Revenues</u>							
Interest		6.59		0.90			9.39
Medical Fees	24,333.85						24,333.85
Medical Transcripts			8.00				8.00
KL Fire Rescue & EMS Reimb	0.00	11,450.00					11,450.00
Donations			0.00				0.00
Transfers			0.00	56.00		-20,344.84	-20,288.84
Educational Income				0.00			0.00
Uncollected Income	11,334.12						11,334.12
Total Revenues	\$35,674.56	\$11,458.90	\$1.90	\$56.00	\$0.00	-\$20,344.84	\$26,846.52
<u>Expenditures</u>							
Awards, Banquet, Plaques	0.00	-79.33					-79.33
Licenses & Permits	0.00	1,000.00					1,000.00
Medical Billing Refunds	0.00	0.00					0.00
Payroll Expenses	22,780.11	12,776.18					35,556.29
Contributions	0.00	125.00					125.00
Professional Fees	1,261.91	2,487.00					3,748.91
Postage and Delivery		92.42					92.42
Dues & Memberships	0.00	5.00					5.00
Repairs	0.00	0.00					0.00
Supplies	0.00	62.23		96.00			158.23
Total Expenditures	\$24,042.02	\$16,468.50	\$0.00	\$96.00	\$0.00	\$0.00	40,606.52
Ending Balance	\$200,754.26	-\$17,325.33	\$20,970.46	\$801.62	\$3,064.97	\$226,762.29	\$435,028.27

Key Largo EMS

Overtime Justifications for weeks ending 05/14/11 & 05/21/11

R Fell	15.25 hours	OT for scheduled days (two 24 hour shifts = 8 hours OT) & in early (6:30am Faktor & Edwin), left early one day first week; in early (6:30 Edwin & Danny); left early (5am) one day; and held over (9:45am for Curtis) second week. Thus 7 hours OT first week and 8.25 hours OT second week.
D Fernandez	6 hours	OT for scheduled days (two 24 hour shifts = 8 hours OT) & left early one day(6am) first week.
F Jones	17 hours	OT for scheduled days (two 24 hour shifts = 8 hours OT) & held over for Edwin (9am) first week. Thus 9 hours first week and 8 hours second week.
E Linares	10.75 hours	OT for scheduled days (two 24 hour shifts = 8 hours); in early (6am & 7am) first week & (7am) second week and left early (5am) second week = 5.75 hours OT for first week & 5 hours second week.
E Mesa	35 hours	OT for scheduled days (two 24 hour shifts = 8 hours OT) and came in early for personnel leaving early (5am) two days and covered one extra shift first week. Held over for Don (at funeral service) until 3pm one day second week. Thus a total of 35 hours OT.
C Smith	8.5 hours	OT for scheduled days (two sets of 24 hour shifts per week) and left early (5:30am) one day first week and twice on second week. Thus total of 8.5 hours OT.

Jacque and Leo Bellow changed their status from paid paramedic to running as volunteer EMTs' (to spend more time with their children) on the May schedule and Dave Cruciger is off on sick leave for the month. Hired one new medic, Jason Bogk, and GW DePauw is returning from his six month leave of absence for the June medic schedule.

10:01 AM

05/25/11

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
 May 27, 2011

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Form 941						
5/27/2011	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account	-2,769.77
Total Form 941						-2,769.77
Bock, Donald						
5/27/2011	Bock, Donald	Direct...	Paycheck		Billing Account	-208.66
Total Bock, Donald						-208.66
Bogk, Jason M						
5/27/2011	Bogk, Jason M	9606	Paycheck		Billing Account	-300.03
Total Bogk, Jason M						-300.03
Faktor, James W						
5/27/2011	Faktor, James W	9603	Paycheck		Billing Account	-564.32
Total Faktor, James W						-564.32
Fell, Ronald J						
5/27/2011	Fell, Ronald J	9604	Paycheck		Billing Account	-1,153.68
Total Fell, Ronald J						-1,153.68
Fernandez, Daniel L						
5/27/2011	Fernandez, Daniel L	Direct...	Paycheck		Billing Account	-803.11
Total Fernandez, Daniel L						-803.11
Jones, Franky R.						
5/27/2011	Jones, Franky R.	9605	Paycheck		Billing Account	-1,503.90
Total Jones, Franky R.						-1,503.90
Linares, Edwin A						
5/27/2011	Linares, Edwin A	Direct...	Paycheck		Billing Account	-972.48
Total Linares, Edwin A						-972.48
Mesa, Eduardo A						
5/27/2011	Mesa, Eduardo A	Direct...	Paycheck		Billing Account	-1,331.58
Total Mesa, Eduardo A						-1,331.58
Smith {transfer}, Cecilia						
5/27/2011	Smith {transfer}, Ce...	Direct...	Paycheck		Billing Account	-1,198.15
Total Smith {transfer}, Cecilia						-1,198.15
Teems, Curtis D						
5/27/2011	Teems, Curtis D	Direct...	Paycheck		Billing Account	-554.07
Total Teems, Curtis D						-554.07
TOTAL						-11,359.75

1:40 AM

05/11/11

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
May 13, 2011

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Form 941						
5/13/2011	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account	-2,896.45
Total Form 941						-2,896.45
Bock, Donald						
5/13/2011	Bock, Donald	Direct...	Paycheck		Billing Account	-532.95
Total Bock, Donald						-532.95
Faktor, James W						
5/13/2011	Faktor, James W	9602	Paycheck		Billing Account	-586.33
Total Faktor, James W						-586.33
Fell, Ronald J						
5/13/2011	Fell, Ronald J	9600	Paycheck		Billing Account	-1,084.76
Total Fell, Ronald J						-1,084.76
Fernandez, Daniel L						
5/13/2011	Fernandez, Daniel L	Direct...	Paycheck		Billing Account	-551.71
Total Fernandez, Daniel L						-551.71
Jones, Franky R.						
5/13/2011	Jones, Franky R.	9601	Paycheck		Billing Account	-1,484.78
Total Jones, Franky R.						-1,484.78
Linares, Edwin A						
5/13/2011	Linares, Edwin A	Direct...	Paycheck		Billing Account	-576.63
Total Linares, Edwin A						-576.63
Mesa, Eduardo A						
5/13/2011	Mesa, Eduardo A	Direct...	Paycheck		Billing Account	-1,355.40
Total Mesa, Eduardo A						-1,355.40
Smith (transfer), Cecilia						
5/13/2011	Smith (transfer), Ce...	Direct...	Paycheck		Billing Account	-927.05
Total Smith (transfer), Cecilia						-927.05
Teems, Curtis D						
5/13/2011	Teems, Curtis D	Direct...	Paycheck		Billing Account	-1,056.05
Total Teems, Curtis D						-1,056.05
TOTAL						-11,052.11