



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

98600 Overseas Highway Key Largo, Florida 33037 Phone: 305-451-2766 Fax: 305-451-1562

## Key Largo Volunteer Ambulance Corps Business Meeting Minutes July 12, 2011

Board members in attendance were Ronnie Fell, Jackie Harder, Tess Marra, and Scott Robinson. A quorum was present. Also in attendance was Jack Bridges, KLVAC attorney. 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

- Birthday for the month of July is Armando Soutullo.
- Thank you to Tess Marra and Brenda Beckmann for their hard work decorating and preparing for the July 4<sup>th</sup> parade. KLVAC won the Mayor's Award for "Best Emergency Vehicle".
- A 12 lead class will be held July 23.
- An Advanced Airway class conducted by the University of Miami will be held in August.

### 3. Approval of Minutes

Jackie Harder motioned to approve the June 14, 2011 minutes. Scott Robinson seconded. Motion passed unanimously.

### 4. Treasurer's Report

Tess Marra reported a balance of \$303,787. Scott Robinson motioned to approve the treasurer's report. Jackie Harder seconded. Motion passed unanimously.

### 5. Committee Reports

Committee reports are available for viewing in the KLVAC office.

Scott Robinson motioned to approve the AED Policy created by the AED committee with the help of Jack Bridges. Tess Marra seconded. Motion passed unanimously.

### 6. Legal Report

Jack Bridges has prepared a draft for a fund raising letter. Scott Robinson motioned to place this item on next month's agenda. Tess Marra seconded. Motion passed unanimously.

### 7. Membership Review

Lazara Chao submitted a letter of resignation.

All other members were in good standing.

### 8. Old Business

#### A. Meeting Time Change Results

Ronnie Fell polled members with the following result: 14 votes for 6:30pm; 4 votes for 7:00pm.

#### B. Other Old Business

Ronnie Fell reported that the District may not approve the purchase of the generator included in the 2012 budget. There is currently one bid for \$20,000. Jackie Harder moved to obtain at least three (3) bids as well as explore the possibility of piggy backing with another agency. Scott Robinson seconded. Motion passed unanimously.

The new truck should be here in August.

The truck with the oil problem seems to be functioning properly. It is currently having air shocks replaced.

9. New Business

A. Other New Business

Jackie Harder moved to contact Dirk Smits for the purpose of conducting a workshop of an overview of the Sunshine Law at a business meeting and to hold a review annually. Tess Marra seconded. Jack Bridges will contact Mr. Smits to set up a tentative date for September.

Ronnie Fell reported that District Commissioner Mike Edgerton has resigned. The District Board will accept one page resumes from interested applicants and choose from the top two.

10. Membership Discussion

No discussion.

11. Adjournment

Motion was made by Jackie Harder and seconded by Scott Robinson to adjourn. Motion carried unanimously.

Meeting adjourned at 7:10pm.

Pamela Johnson  
Recording Secretary

**Key Largo Volunteer Ambulance Corp Inc.**  
**Treasurer's Report**  
**July 2011**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
<b>Beginning Balance</b>	\$187,784.23	-\$20,707.17	\$20,973.91	\$697.18	\$3,064.97	\$227,640.08	\$419,453.20
<b>Revenues</b>							
Interest		4.12		1.84			10.65
Medical Fees	18,066.69		4.69				18,066.69
Medical Transcripts				24.00			24.00
KL Fire Rescue & EMS Reimb	20,244.34			10,660.01			30,904.35
Donations				0.00			0.00
Transfers						0.00	0.00
Educational Income				205.00			205.00
Uncollected Income/Adjustmts	14,747.90						14,747.90
<b>Total Revenues</b>	\$53,063.05	\$10,685.85	\$4.69	\$205.00	\$0.00	\$0.00	\$63,958.59
<b>Expenditures</b>							
Awards, Banquet, Plaques							0.00
Licenses & Permits							0.00
Medical Billing Refunds	489.96						489.96
Payroll Expenses	21,765.99			12,084.65			33,850.64
Bank Service Charges	10.00						10.00
Professional Fees	1,320.12			1,029.00			2,349.12
Postage and Delivery				0.00			0.00
Dues & Memberships				5.00			5.00
Contract Serv/Charters				0.00			0.00
Supplies		1,181.08				260.51	1,441.59
<b>Total Expenditures</b>	\$23,586.07	\$14,299.73	\$0.00	\$260.51	\$0.00	\$0.00	38,146.31
<b>Ending Balance</b>	\$217,261.21	-\$24,321.05	\$20,978.60	\$641.67	\$3,064.97	\$227,640.08	\$445,265.48

## Chief's Report – August 9, 2011

The new ambulance was delivered on August 1 and the crews are working to stock it so we can put it in service. The modified cabinet layout will make it much easier to find supplies and will allow standardization with the other trucks.

The ambulance with the oil leak (med 75) problems is at Wheaton's getting the transmission fluid leak fixed. The torque converter was leaking fluid and should be fixed Friday (Aug. 5).

The District is still going over the budget and making more cuts to the EMS budget. There is another District Board / Budget meeting on Monday, August 8, to discuss the budget again. It is becoming difficult to find areas that can be cut to reduce the budget since there are very few areas we can make cuts. I am not sure if the District Board will consider including the station generator based on how they are trying to reduce the proposed budget.

Key Largo EMS was well represented at last Tuesday night's event – "National Night Out". A big "thank you" to those that attended is in order.

The air handler in the upstairs classroom/kitchen area had to be replaced; it was over ten years old and started to leak.



**Key Largo Volunteer Ambulance Corps  
Monthly & Year to Date Summary Report  
For Month of July 2011**

Workloads	Current Month*	This Fiscal Year to Date	Comparison Last FY To Date	Diff Vs Last YTD
<b>Total Runs Billed</b>	61		549	(549)

Net Revenue	Current Month	Year to Date	Comparison Last FY To Date	
<b>Gross Charges</b>	\$35,566.32	\$341,423.20	\$323,275.10	\$18,148.10
<b>Credit Adjustments (Total)</b>	<b>\$8,701.38</b>	<b>\$43,494.16</b>		
<b>Medicare</b>	\$6,400.07	\$18,305.26		
<b>Medicaid</b>	\$2,021.10	\$20,611.92		
<b>Approved Write-offs</b>	\$246.46	\$2,679.27		
<b>Other Govt W/O</b>	\$0.00	\$1,532.01		
<b>Trauma District</b>	\$0.00	\$0.00		
<b>Retained By Collections Agent</b>	\$33.75	\$365.70		
<b>Adjusted Charges</b>	<b>\$26,864.94</b>	<b>\$297,929.04</b>		
<b>Deposits</b>	\$18,796.39	\$194,683.07	\$201,093.66	(\$6,410.59)
<b>Charge Adjust or Refunds**</b>	\$302.61	\$2,609.22		
<b>Adjusted Income</b>	<b>\$18,493.78</b>	<b>\$192,073.85</b>		

Receivables	Current Month
<b>As of July 31, 2011</b>	
<b>Total Receivables ****</b>	\$176,589.47
<b>Current Bad Debt</b>	\$61,802.86

\* 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 \$811,881.50 in uncollected accounts placed with Collection agency 2002 to present

**NOTICE: Information in this report package may contain personally identifiable information protected under HIPPA Law and should be treated accordingly. Please Safeguard these documents to protect against unauthorized release.**

Key Largo EMS

Overtime justification for weeks ending 07/23/11 and 07/30/11

R Fell	22 hours	Scheduled to work two 24-hour shifts per week which yields 8 hours of OT per week. Came in early twice first week (6:30am & 7am) and once on second week (6:30am) for personnel leaving early. Held over (9am) one day each week. Thus, 11.5 hours OT first week & 10.5 hours OT second week.
D Fernandez	5 hours	Scheduled to work two 24-hour shifts second week which yields 8 hours of OT. Came in late one day (9am) one day and left early (6am) one day during second week yielding 5 hours OT the second week.
F Jones	20 hours	Scheduled to work two 24-hour shifts per week which yields 8 hours of OT per week. Came in early (6am) one day each Week, yielding 10 hours OT each week.
E Linares	9 hours	Scheduled to work two 24-hour shifts per week which yields 8 hours of OT per week. Came in early one day (7:00am) and left early (5am) first week, left early (5:30am) both days second week. Thus yielding 6 hours OT first week and 3 hours OT the second week.
E Mesa	11.5 hours	Scheduled to work two 24-hour shifts per week which yields 8 hours of OT the second week. Came in early one day (5am), came in late (8:30) one day, and held over (9am) one day during the second week yielding 11.5 hours of ot the second week.
C Smith	11 hours	Scheduled to work two 24-hour shifts per week which yields 8 hours of OT per week. Left early (5:30) one day each week yielding 5.5 hours OT each week.
C Teems	2.5 hours	Scheduled to work two 24-hour shifts the first week which yields 8 hours OT and came in late (9am) and left early (5:30 and 6am) both days first week, thus 2.5 hours OT first week.

**Key Largo Volunteer Ambulance Corp., Inc.**  
**Payroll Transactions by Payee**  
**August 5, 2011**

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Form 941 8/5/2011	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-2,940.14
Total Form 941						-2,940.14
Bock, Donald 8/5/2011	Bock, Donald	Direct...	Paycheck		Billing Account-706	-586.16
Total Bock, Donald						-586.16
Faktor, James W 8/5/2011	Faktor, James W	9630	Paycheck		Billing Account-706	-300.03
Total Faktor, James W						-300.03
Fell, Ronald J 8/5/2011	Fell, Ronald J	9628	Paycheck		Billing Account-706	-1,077.59
Total Fell, Ronald J						-1,077.59
Fernandez, Daniel L 8/5/2011	Fernandez, Daniel L	Direct...	Paycheck		Billing Account-706	-797.62
Total Fernandez, Daniel L						-797.62
Jones, Franky R. 8/5/2011	Jones, Franky R.	9629	Paycheck		Billing Account-706	-1,559.28
Total Jones, Franky R.						-1,559.28
Linares, Edwin A 8/5/2011	Linares, Edwin A	Direct...	Paycheck		Billing Account-706	-945.93
Total Linares, Edwin A						-945.93
Mesa, Eduardo A 8/5/2011	Mesa, Eduardo A	Direct...	Paycheck		Billing Account-706	-903.79
Total Mesa, Eduardo A						-903.79
Smith (transfer), Cecilia 8/5/2011	Smith (transfer), Ce...	Direct...	Paycheck		Billing Account-706	-1,239.76
Total Smith (transfer), Cecilia						-1,239.76
Teems, Curtis D 8/5/2011	Teems, Curtis D	Direct...	Paycheck		Billing Account-706	-735.74
Total Teems, Curtis D						-735.74
<b>TOTAL</b>						<b>-11,086.04</b>

8:29 AM  
07/20/11

**Key Largo Volunteer Ambulance Corp., Inc.**  
**Payroll Transactions by Payee**  
July 22, 2011

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>Form 941</b>						
7/22/2011	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-2,802.58
Total Form 941						<u>-2,802.58</u>
<b>Bock, Donald</b>						
7/22/2011	Bock, Donald	Direct...	Paycheck		Billing Account-706	-278.69
Total Bock, Donald						<u>-278.69</u>
<b>DePauw, George W.</b>						
7/22/2011	DePauw, George W.	9627	Paycheck		Billing Account-706	-529.11
Total DePauw, George W.						<u>-529.11</u>
<b>Faktor, James W</b>						
7/22/2011	Faktor, James W	9624	Paycheck		Billing Account-706	-592.58
Total Faktor, James W						<u>-592.58</u>
<b>Fell, Ronald J</b>						
7/22/2011	Fell, Ronald J	9625	Paycheck		Billing Account-706	-948.84
Total Fell, Ronald J						<u>-948.84</u>
<b>Fernandez, Daniel L</b>						
7/22/2011	Fernandez, Daniel L	Direct...	Paycheck		Billing Account-706	-530.77
Total Fernandez, Daniel L						<u>-530.77</u>
<b>Jones, Franky R.</b>						
7/22/2011	Jones, Franky R.	9626	Paycheck		Billing Account-706	-1,494.34
Total Jones, Franky R.						<u>-1,494.34</u>
<b>Linares, Edwin A</b>						
7/22/2011	Linares, Edwin A	Direct...	Paycheck		Billing Account-706	-477.99
Total Linares, Edwin A						<u>-477.99</u>
<b>Mesa, Eduardo A</b>						
7/22/2011	Mesa, Eduardo A	Direct...	Paycheck		Billing Account-706	-1,172.87
Total Mesa, Eduardo A						<u>-1,172.87</u>
<b>Smith (transfer), Cecilia</b>						
7/22/2011	Smith (transfer), Ce...	Direct...	Paycheck		Billing Account-706	-1,306.34
Total Smith (transfer), Cecilia						<u>-1,306.34</u>
<b>Teems, Curtis D</b>						
7/22/2011	Teems, Curtis D	Direct...	Paycheck		Billing Account-706	-767.23
Total Teems, Curtis D						<u>-767.23</u>
<b>TOTAL</b>						<u><u><b>-10,901.34</b></u></u>



Key Largo EMS

Overtime justification for weeks ending 06/11/11 and 06/18/11

R Fell	13 hours	Scheduled to work two 24-hour shifts per week which yields 8 hours of OT per week. Came in early twice first week (6am & 7:30am) and twice on second week (7:30am) for personnel leaving early and left early (5am) one day each week. Thus, 7 hours OT first week & 6 hours OT second week.
F Jones	16.5 hours	Scheduled to work two 24-hour shifts per week which yields 8 hours of OT per week. Came in early one day (7:30am) thus yielding 8.5 hours OT first week and 8 hours OT second week.
E Mesa	19.5 hours	Scheduled to work two 24-hour shifts per week which yields 8 hours of OT per week. Came in early one day (7:30am) first week and in early (6am) one day and held over (9am) one day the second week. Thus yielding 8.5 hours OT first week and 11 hours OT second week.
C Smith	8 hours	Scheduled to work two 24-hour shifts per week which yields 8 hours of OT per week. Left early (5:30) one day first week and came in early (6:30) one day second week. Thus, 5.5 hours OT first week and 9.5 hours OT second week.
C Teems	3.5 hours	Worked extra shift first week (cover Don's shift) which yields 8 hours OT and came in late (10:30) one day and left early (5:30) first week, thus 3.5 hours OT first week.