



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 May 14, 2013 Agenda

1. Call to Order
2. Announcements
3. Approval of Minutes
 - A. April 9, 2013
 - B. April 20, 2013
4. Treasurer's Report
5. Committee Reports
6. Legal Report
 - A. District Board Update
7. Membership Review
8. Old Business
 - A. Other Old Business
9. New Business
 - A. Organizational Chart
 - B. Other Old Business
10. Membership Discussion
11. Adjournment

8. Old Business
 - A. Other Old Business
None

9. New Business
 - A. Organizational Chart
Russ Cullen motioned to make the following changes to the organizational chart: take out "Citizens of Key Largo"; Key Largo Fire and EMS District"; remove all names leaving only the position. Jackie Harder seconded. Motion passed unanimously.

 - B. Other New Business
None

10. Membership Discussion
President Fell noted that three new EMT's were hired: Kelly Gargan, Eduardo Rodriguez, and Aldo Trujillo.

11. Adjournment
There being no further business, motion was made by Russ Cullen and seconded by Brenda Beckmann to adjourn. Motion carried unanimously.

Meeting adjourned at 7:00pm.

Pamela Johnson
Recording Secretary

Transition Update:

1. Sixty two personnel have filled out applications for the new fire department as of June 8, 2013. This included volunteers, paid staff, dive rescue team members and some administrative personnel.
2. Phil Jones, one of the full-time employees was hired by the Town of Palm Beach Fire Department and his last day was Thursday May 30. As a result the part-time employees were evaluated for his position and Chris Jones was the highest scoring person and accepted the full-time position. The three personnel that applied for the part-time position opening in the beginning of May were evaluated for the open part-time position created when Chris Jones moved to the full-time position. Fernando Garcia was the highest scoring person and accepted the part-time position. The evaluation process created was based on a 10 question oral interview (50%), State certifications and classes (25%), and time with Key Largo Fire, position held and time with other fire departments (25%). A three-person panel scored the individuals. The guys gave Phil a going-away dinner and a day he will remember.
3. Linda Newman has been working diligently getting the name changes done with vendors and the insurance policies. There is still uncertainty about the Workers' Compensation Insurance because the carrier (PSIG) said they are now going to drop all 501.c Corporations in October. Currently the Ambulance Corps. policy is covering the personnel. All other insurances were in place on May 26th. Linda is looking into the Liability Insurance to obtain quotes on higher deductibles and confirm the policy includes the most current assessment done.
4. The electric and water utilities have also been converted. FKA charged \$20 per meter (3 meters) to convert to the new corporation name. FKEC waived the deposit fee (5 meters) as long as the bills are paid on time. The first time we are late paying FKEC we may be assessed the deposit fee of \$5,700. The telephones are still being worked out as are the internet/TV.
5. Three bank accounts were established; Payroll/Reimbursement, District Expenses and Corporate. The though being Corporate would be used for donation money and corporate related expenses. The District advanced \$25,000 and \$20 was put in the Payroll/Reimbursement account, \$5,000 was put in the District Expenses account In the Corporate account we received four generous donations: Kay Cullen gave \$1,000, Jack Bridges gave \$100, Bill Anderson gave \$100 and there was a \$50 cash donation. On-line banking is in the process of being established – there is a ¾ inch stack of forms that need to be completed...
6. Wendy Dyer has agreed to do the accounting for the new corporation. Keys Accounting declined to give an estimate on accounting services stating that they were not interested in taking on the new fire department at this time.

7. I met with each one of the full-time employees individually and then later met with all full-time and part-time employees as a group to get their input and concerns. This also allowed me to get a better understanding of how things operate. A few changes have been made already and working together with the guys other changes will come as time provides. Overall, they're an awesome group of guys that are definitely dedicated. Morale has also begun to improve. I still need to meet with the volunteer officers to hear their thoughts and concerns.
8. Linda, James, Scott and I worked on the preliminary budget draft Friday. There were several line items we were able to cut money from and some we still need to research.

I would like to request that the following personnel be recognized for their hard work and dedication. They went above and beyond getting the new Squad 24 in service. Rather than buying new equipment mounts, they used the old mounting brackets and fabricated new ones by cutting up the old dividers (sheet aluminum and nylon guides). This resulted in a savings of over \$1,000. They spent over two full days working as a team to get the new Squad in service. Each day as I stopped by I observed these guys covered in sweat for 10 to 12 hours a day mounting brackets and organizing the equipment in the compartments to put the truck in service. James Griffeth and David Garrido did an awesome job coordinating the switch from the old Squad to the new one.

While the guys were working on it the second day, the new Squad responded to a motor vehicle accident and a reported structure fire with smoke and flames showing and the guys saved the structure. They also brought a puppy and a cat out alive. The fire was contained to the living room area and appeared to have started from an overloaded electrical cord. The smoke unfortunately filled the entire home making it unlivable. The fire was notice by a neighbor when the fire caused a window to break.

Listed below are their names:

Battalion Chief James Griffeth
Captain David Garrido
Lieutenant Mark Cuesta
Firefighter Arturo "Jr" Aulet
Firefighter Robert Barnes
Firefighter Rudy Blanco
Firefighter Don Connard
Firefighter Sergio Garcia, Jr.
Firefighter William LIVESAY
Firefighter Casey Lopez
Firefighter Adrian Suarez
Firefighter Jonathan Varela



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Business Meeting Minutes May 14, 2013

Board members in attendance were Brenda Beckmann, Russ Cullen, Ronnie Fell, Jackie Harder, Scott Robinson and Tess Marra. A quorum was present. Chief Donald Bock and ambulance corps' attorney Jack Bridges were also in attendance. 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 Edwin Linares, Roy Khanna, Michael Blondin, Russ Cullen and Jackie Harder.
- President Fell asked that members "listen up" on Memorial Day weekend
- Bruce Jones, volunteer from Tavernier Fire presented information about a fund raiser for a Miami Dade firefighter who is ill

3. Approval of Minutes

Jackie Harder motioned to approve the April 9, 2013 minutes. Brenda Beckmann seconded. Motion passed unanimously. Jackie Harder motioned to approve the April 20, 2013 minutes. Scott Robinson seconded. Motion passed unanimously.

4. Treasurer's Report

Tess Marra reported a balance of \$258,561.81. Russ Cullen motioned to approve the treasurer's report. Brenda Beckmann seconded. Motion passed unanimously.

5. Committee Reports

Brenda Beckmann reported that the AED committee is meeting on Wednesday, May 15.

6. Legal Report

A. District Board Update

Jack Bridges noted that the take over is still slated for May 27. He congratulated the KLVAC board for their efforts noting that they are one of the most involved boards he has seen.

Jack noted that at the incorporator's meeting Corey Bryan was nominated for a board position. He declined. Scott Robinson motioned to nominate Eric Fundora. Brenda Beckmann seconded. Motion passed unanimously.

Russ Cullen motioned to give permission to Jack Bridges to provide legal services for the new department. Tess Marra seconded. Motion passed unanimously. Jack noted that once the new fire department is up and running, the fire department will retain their own attorney.

Jackie Harder commended Jack Bridges for the "above and beyond" work he has done.

7. Membership Review

It was suggested that Brian Adams' status be looked into.

8. Old Business

- A. Other Old Business
None

9. New Business

A. Organizational Chart

Russ Cullen motioned to make the following changes to the organizational chart: take out "Citizens of Key Largo"; Key Largo Fire and EMS District"; remove all names leaving only the position. Jackie Harder seconded. Motion passed unanimously.

- B. Other New Business
None

10. Membership Discussion

President Fell noted that three new EMT's were hired: Kelly Gargan, Eduardo Rodriguez, and Aldo Trujillo.

11. Adjournment

There being no further business, motion was made by Russ Cullen and seconded by Brenda Beckmann to adjourn. Motion carried unanimously.

Meeting adjourned at 7:00pm.

Pamela Johnson
Recording Secretary

**Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
May 2013**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$10,101.01	\$6,189.27	\$6,503.30	\$1,687.77	\$3,064.97	\$231,015.49	\$258,561.81
Revenues							
Interest	0.58	0.44	0.29				1.31
Medical Fees	26,061.79						26,061.79
Medical Transcripts		24.00					24.00
KL Fire Rescue & EMS Reimb		11,016.41					11,016.41
Donations		295.00					295.00
Misc. Income - need more info							0.00
Educational Income				100.00			100.00
Uncollected Income/Adjustmnts	8,483.29						8,483.29
Transfer							
Total Revenues	\$34,545.66	\$11,335.85	\$0.29	\$100.00	\$0.00	\$0.00	\$45,981.80

Expenditures

Awards, Banquet, Plaques		75.00					0.00
Licenses & Permits							75.00
Medical Billing Refunds							0.00
Payroll Expenses	22,410.02	10,076.94					32,486.96
Flowers		97.00					97.00
Professional Fees		2,419.16					2,419.16
Postage and Delivery							0.00
Repairs							0.00
Bank Service Charges		35.00	25.00				60.00
Supplies			187.14				187.14
Dues & Subscriptions			5.00				5.00
Total Expenditures	\$24,864.18	\$10,466.08	\$0.00	\$0.00	\$0.00	\$0.00	\$35,330.26

Ending Balance	\$19,782.49	\$7,059.04	\$6,503.59	\$1,787.77	\$3,064.97	\$231,015.49	\$269,213.35
TRANSFERS	0.00	0.00	0.00				
Balance before Adjustment	19,782.49	7,059.04	6,503.59	1,787.77	3,064.97	231,015.49	269,213.35
Adjustment to arrive at Actual	-10,609.36	2,088.00	0.00	0.00	0.00	0.00	-8,521.36
ACTUAL BALANCE @ MO END	\$9,173.13	\$9,147.04	\$6,503.59	\$1,787.77	\$3,064.97	\$231,015.49	\$260,691.99

Key Largo Vol. Ambulance Corps - DEPOSIT REPORT					
Start date	5/1/2013				
End date	5/31/2013				
Date type	posting				
View	summary				
Post Date	Check Num	Payer	Patient Name	Total	Medicaid
5/1/2013	31293562	AETNA HEALTH PLANS		\$10.33	
5/6/2013	891149480	FL MEDICARE PART B (J9 FIRST COAST)		\$432.81	
5/6/2013	891167298	FL MEDICARE PART B (J9 FIRST COAST)		\$2,023.81	
5/6/2013	891158328	FL MEDICARE PART B (J9 FIRST COAST)		\$3,043.87	
5/6/2013	183159730	BLUE CROSS BLUE SHIELD OF FLORIDA		\$76.39	
5/6/2013	307498148	BLUE CROSS BLUE SHIELD OF FLORIDA		\$485.94	
5/6/2013	60570585	BLUE CROSS BLUE SHIELD OF FLORIDA		\$98.95	
5/6/2013	55284470	FLORIDA MEDICAID			\$679.94
5/6/2013	40933883	UnitedHealthcare		\$376.74	
5/6/2013	43959422	UnitedHealthcare		\$416.50	
5/6/2013	6318171	CAREPLUS HEALTH PLANS INC.		\$542.58	
5/6/2013	3154240	GROUP HEALTH INC.		\$84.05	
5/6/2013	30408237	EMPIRE PLAN		\$121.44	
5/8/2013	1147628792	UNITED HEALTHCARE		\$319.77	
5/9/2013	1130	SELF PAY		\$630.22	
5/13/2013	891193791	FL MEDICARE PART B (J9 FIRST COAST)		\$2,040.17	
5/14/2013	891220170	FL MEDICARE PART B (J9 FIRST COAST)		\$380.48	
5/14/2013	307521777	BLUE CROSS BLUE SHIELD OF FLORIDA		\$553.12	
5/14/2013	307442246	BLUE CROSS BLUE SHIELD OF FLORIDA		\$669.20	
5/14/2013	PG38691210	UnitedHealthcare		\$671.92	
5/15/2013	1976	SELF PAY		\$100.00	
5/16/2013	unk	VA MEDICAL CENTER, FEE BASIS		\$1,161.58	
5/16/2013	30579267	EMPIRE PLAN		\$84.48	
5/17/2013	2867	SELF PAY		\$10.99	
5/17/2013	0006431250	TRICARE FOR LIFE		\$97.70	
5/17/2013	64082	COLLECTION INFORMATION BUREAU		\$196.17	
5/20/2013	Cred. Cd	SELF PAY		\$317.84	
5/20/2013	5790	SELF PAY		\$25.00	
5/20/2013	55326582	FLORIDA MEDICAID			\$776.04
5/20/2013	2784699	MARSH AFFINITY GROUP		\$79.44	
5/21/2013	1191389481	STATE FARM SUPPORT CTR		\$548.36	
5/21/2013	42233701	MEDICA		\$108.21	
5/25/2013	2909	SELF PAY		\$10.99	
5/28/2013	9019	SELF PAY		\$150.00	
5/28/2013	808	SELF PAY		\$20.00	
5/28/2013	1147879169	UNITED HEALTHCARE		\$635.70	
5/29/2013	73023736	SELF PAY		\$50.00	
5/29/2013	891321744	FL MEDICARE PART B (J9 FIRST COAST)		\$2,269.14	
5/29/2013	891291309	FL MEDICARE PART B (J9 FIRST COAST)		\$508.88	
5/29/2013	891282052	FL MEDICARE PART B (J9 FIRST COAST)		\$3,880.66	
5/29/2013	201677863	BLUE CROSS BLUE SHIELD OF FLORIDA		\$95.12	
5/29/2013	55346603	FLORIDA MEDICAID			\$344.51
5/29/2013	821609838	CIGNA		\$424.61	
5/29/2013	8813737	COMBINED		\$19.33	
5/29/2013	8816627	COMBINED		\$73.95	
5/29/2013	58619380	ASSURANT HEALTH		\$100.00	
5/29/2013	10927852	CAPITOL DISTRICT PHP		\$570.13	
		Subtotals		\$24,516.57	\$1,800.49
		Total		\$26,317.06	

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
May 10, 2013

08/13

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Form 941						
5/10/2013	Form 941	EFT...	Liability Check	59-168253...	Billing Account-706	-2,944.10
Total Form 941						-2,944.10
Bock, Donald						
5/10/2013	Bock, Donald	DIR...	Paycheck		Billing Account-706	-590.29
Total Bock, Donald						-590.29
Child, Edward						
5/10/2013	Child, Edward	DIR...	Paycheck		Billing Account-706	-920.24
Total Child, Edward						-920.24
Cruciger, David A						
5/10/2013	Cruciger, David A	DIR...	Paycheck		Billing Account-706	-164.90
Total Cruciger, David A						-164.90
Cuesta, Marc-Anthony						
5/10/2013	Cuesta, Marc-An...	DIR...	Paycheck		Billing Account-706	-897.87
Total Cuesta, Marc-Anthony						-897.87
Faktor, James W						
5/10/2013	Faktor, James W	9813	Paycheck		Billing Account-706	-321.45
Total Faktor, James W						-321.45
Fell, Ronald J						
5/10/2013	Fell, Ronald J	9814	Paycheck		Billing Account-706	-712.79
Total Fell, Ronald J						-712.79
Fernandez, Daniel L						
5/10/2013	Fernandez, Dani...	DIR...	Paycheck		Billing Account-706	-802.59
Total Fernandez, Daniel L						-802.59
Jones, Franky R.						
5/10/2013	Jones, Franky R.	9815	Paycheck		Billing Account-706	-1,515.06
Total Jones, Franky R.						-1,515.06
Lessard, Todd A						
5/10/2013	Lessard, Todd A	DIR...	Paycheck		Billing Account-706	-526.47
Total Lessard, Todd A						-526.47
Linares, Edwin A						
5/10/2013	Linares, Edwin A	DIR...	Paycheck		Billing Account-706	-461.78
Total Linares, Edwin A						-461.78
Smith (transfer), Cecilia						
5/10/2013	Smith (transfer), ...	DIR...	Paycheck		Billing Account-706	-334.27
Total Smith (transfer), Cecilia						-334.27
Teems, Curtis D						
5/10/2013	Teems, Curtis D	DIR...	Paycheck		Billing Account-706	-838.64
Total Teems, Curtis D						-838.64
TOTAL						-11,030.45

overtime Justification for Key Largo EMS Medic Payroll

Weeks Ending 05/11/13 & 05/18/13

J Faktor	8 hours OT	Two 24 hour shifts equals 8 hours OT per week. Worked two days the second week. Thus 8 hours OT the second week.
R Fell	10 hours OT	Two 24 hour shifts equals 8 hours OT per week. Worked two days each week. Left early (5am) one day each week. Thus 5 hours OT the first week and 5 hours OT the second week.
F Jones	16 hours OT	Two 24 hour shifts equals 8 hours OT per week. Worked two days each week thus 8 hours OT each week. Thus 8 hours OT the first week and 8 hours OT the second week.
C Smith	26.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. Worked two days each week thus 8 hours OT each week plus hold over. Held over one day (6:30pm) the second week. Thus 8 hours OT the first week and 18.5 hours OT the second week
C Teems	2.25 hours OT	Two 24 hour shifts equals 8 hours OT per week. Worked two days the first week (covered one sick call-out). Came in late (10:30am) one day and left early (5am) the first week. Worked one day the second week. Thus 2.25 hours OT the first week.

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
May 24, 2013

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Form 941						
5/24/2013	Form 941	EFT...	Liability Check	59-168253...	Billing Account-706	-3,031.85
Total Form 941						<u>-3,031.85</u>
Bock, Donald						
5/24/2013	Bock, Donald	DIR...	Paycheck		Billing Account-706	-590.28
Total Bock, Donald						<u>-590.28</u>
Child, Edward						
5/24/2013	Child, Edward	DIR...	Paycheck		Billing Account-706	-731.14
Total Child, Edward						<u>-731.14</u>
Cruciger, David A						
5/24/2013	Cruciger, David A	DIR...	Paycheck		Billing Account-706	-101.69
Total Cruciger, David A						<u>-101.69</u>
Cuesta, Marc-Anthony						
5/24/2013	Cuesta, Marc-An...	DIR...	Paycheck		Billing Account-706	-537.08
Total Cuesta, Marc-Anthony						<u>-537.08</u>
Faktor, James W						
5/24/2013	Faktor, James W	9820	Paycheck		Billing Account-706	-867.26
Total Faktor, James W						<u>-867.26</u>
Fell, Ronald J						
5/24/2013	Fell, Ronald J	9818	Paycheck		Billing Account-706	-988.56
Total Fell, Ronald J						<u>-988.56</u>
Fernandez, Daniel L						
5/24/2013	Fernandez, Dani...	DIR...	Paycheck		Billing Account-706	-588.38
Total Fernandez, Daniel L						<u>-588.38</u>
Jones, Franky R.						
5/24/2013	Jones, Franky R.	9819	Paycheck		Billing Account-706	-1,496.71
Total Jones, Franky R.						<u>-1,496.71</u>
Linares, Edwin A						
5/24/2013	Linares, Edwin A	DIR...	Paycheck		Billing Account-706	-152.23
Total Linares, Edwin A						<u>-152.23</u>
Smith (transfer), Cecilia						
5/24/2013	Smith (transfer), ...	DIR...	Paycheck		Billing Account-706	-1,506.50
Total Smith (transfer), Cecilia						<u>-1,506.50</u>
Teems, Curtis D						
5/24/2013	Teems, Curtis D	DIR...	Paycheck		Billing Account-706	-750.34
Total Teems, Curtis D						<u>-750.34</u>
TOTAL						<u><u>-11,342.02</u></u>