



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting January 12, 2015 Agenda

1. Call to Order
2. Announcements
3. Public Comment
4. Approval of Minutes
5. Treasurer's Report
6. Committee Reports
7. Legal Report
8. Membership Review
9. Old Business
 - A. Other Old Business
10. New Business
 - A. Volunteer Testing-January 9
 - B. Personnel Policy
 - C. Open Board Positions
 - D. Other New Business
11. Membership Discussion
12. Adjournment



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, Inc. Business Meeting November 10, 2015

Board members in attendance were Dawn DeBrule, Tess Marra, Scott Robinson, and Jackie Silverman. Chief Donald Bock was in attendance as well as District Board members, Kay Cullen and George Mirabella. A quorum was present. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 6:30pm by President Robinson.

Dawn Debrule moved to add under "New Business, B. ", Treasurer's Position, seconded by Jackie Silverman. Motion passed unanimously.

2. Announcements

- The Key Largo Bridge Run will be held on Saturday, November 14.
- There will be a Veteran's Day Ceremony at the Murray Nelson Government Center on November 11 at 11am.
- The Christmas party will be held December 8.

3. Public Comment

None.

4. Approval of Minutes

Tess Marra moved approval of the October 13, 2015 minutes seconded by Dawn DeBrule. Motion passed unanimously.

5. Treasurer's Report

Balance as of October 31 is \$311,970.90. Jackie Silverman moved approval of the treasurer's report seconded by Dawn DeBrule. Motion passed unanimously.

6. Committee Reports

No reports.

7. Legal Report

No report.

8. Membership Review

A. Kay Cullen/Letter of Resignation

Kay Cullen is retiring after 18 years of service with Key Largo Volunteer Ambulance Corps.

B. Jonathan Paz/Letter of Resignation

Jonathan Paz submitted his letter of resignation effective November 15, 2015. He has been hired by Miami Dade.

KLVAC Business Meeting
November 10, 2015

C. Other New Business

President Robinson reported that Michael Blondin will be retiring.

9. Old Business

A. Other Old Business

Brenda Beckmann reported that there is a signed contract with Florida Keys Community College and there will be an EMT class.

10. New Business

A. Treasurer's Position

Dawn DeBrule moved to nominate Tess Marra as treasurer seconded by Jackie Silverman. Motion passed unanimously.

B. Other New Business

None

11. Membership Discussion

President Robinson reported that the new ambulance is in service. Thank you to Ronnie Fell. Unit 74 is stocked identically to the new ambulance.

12. Adjournment

Dawn DeBrule moved adjournment seconded by Tess Marra. Motion passed unanimously. Meeting adjourned at 7:00pm.

Pamela Johnson
Recording Secretary

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
December 31, 2015

Date	Name	Num	Type	Memo	Account	Amount
American Funds						
12/31/2015	American Funds	ONL...	Liability Check	DAVID CR...	Corp Account- 406	-155.37
Total American Funds						-155.37
Florida State Disbursement Unit						
12/31/2015	Florida State Dis...	10040	Liability Check	030009851...	Billing Account-706	-155.28
Total Florida State Disbursement Unit						-155.28
Form 941						
12/31/2015	Form 941	EFT...	Liability Check	59-168253...	Billing Account-706	-3,699.81
Total Form 941						-3,699.81
Arana, Jaime E						
12/31/2015	Arana, Jaime E	DIR...	Paycheck		Billing Account-706	-1,207.89
Total Arana, Jaime E						-1,207.89
Barnes, Edwin A						
12/31/2015	Barnes, Edwin A	DIR...	Paycheck		Billing Account-706	-1,178.62
Total Barnes, Edwin A						-1,178.62
Bock, Donald						
12/31/2015	Bock, Donald	DIR...	Paycheck		Billing Account-706	-619.12
Total Bock, Donald						-619.12
Charafardin Jr., Raynier						
12/31/2015	Charafardin Jr., ...	DIR...	Paycheck		Billing Account-706	-728.52
Total Charafardin Jr., Raynier						-728.52
Cruciger, David A						
12/31/2015	Cruciger, David A	DIR...	Paycheck		Billing Account-706	-339.35
Total Cruciger, David A						-339.35
Elkoury, Elizabeth						
12/31/2015	Elkoury, Elizabeth	DIR...	Paycheck		Corp Account- 406	-1,271.31
Total Elkoury, Elizabeth						-1,271.31
Fell, Ronald J						
12/31/2015	Fell, Ronald J	DIR...	Paycheck		Billing Account-706	-1,082.31
Total Fell, Ronald J						-1,082.31
Jones, Christopher J						
12/31/2015	Jones, Christoph...	DIR...	Paycheck		Billing Account-706	-243.89
Total Jones, Christopher J						-243.89
Lopez-Vasconez, Nicholas						
12/31/2015	Lopez-Vasconez,...	DIR...	Paycheck		Billing Account-706	-560.56
Total Lopez-Vasconez, Nicholas						-560.56
Marin, Pedro L						
12/31/2015	Marin, Pedro L	DIR...	Paycheck		Billing Account-706	-540.56
Total Marin, Pedro L						-540.56
Schusheim, Adam L						
12/31/2015	Schusheim, Ad...		Paycheck		Billing Account-706	-314.63
Total Schusheim, Adam L						-314.63
Smith {transfer}, Cecilia						
12/31/2015	Smith {transfer}, ...	DIR...	Paycheck		Billing Account-706	-1,389.88
Total Smith {transfer}, Cecilia						-1,389.88
TOTAL						-13,487.10

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
December 18, 2015

Date	Name	Num	Type	Memo	Account	Amount
American Funds						
12/18/2015	American Funds	ONL...	Liability Check	DAVE CRU...	Corp Account- 406	-192.80
Total American Funds						-192.80
Florida State Disbursement Unit						
12/18/2015	Florida State Dis...	10038	Liability Check	030009851...	Billing Account-706	-155.28
Total Florida State Disbursement Unit						-155.28
Form 941						
12/18/2015	Form 941	EFT...	Liability Check	59-168253...	Billing Account-706	-3,685.91
Total Form 941						-3,685.91
Arana, Jaime E						
12/18/2015	Arana, Jaime E	DIR...	Paycheck		Billing Account-706	-477.27
Total Arana, Jaime E						-477.27
Barnes, Edwin A						
12/18/2015	Barnes, Edwin A	DIR...	Paycheck		Billing Account-706	-296.88
Total Barnes, Edwin A						-296.88
Bock, Donald						
12/18/2015	Bock, Donald	DIR...	Paycheck		Billing Account-706	-632.78
Total Bock, Donald						-632.78
Charafardin Jr., Raynier						
12/18/2015	Charafardin Jr., ...	DIR...	Paycheck		Billing Account-706	-339.35
Total Charafardin Jr., Raynier						-339.35
Cruciger, David A						
12/18/2015	Cruciger, David A	DIR...	Paycheck		Billing Account-706	-498.01
Total Cruciger, David A						-498.01
Elkoury, Elizabeth						
12/18/2015	Elkoury, Elizabeth	DIR...	Paycheck		Corp Account- 406	-1,271.33
Total Elkoury, Elizabeth						-1,271.33
Fell, Ronald J						
12/18/2015	Fell, Ronald J	DIR...	Paycheck		Billing Account-706	-777.71
Total Fell, Ronald J						-777.71
Jones, Christopher J						
12/18/2015	Jones, Christoph...	DIR...	Paycheck		Billing Account-706	-570.13
Total Jones, Christopher J						-570.13
Lopez-Vasconez, Nicholas						
12/18/2015	Lopez-Vasconez,...	DIR...	Paycheck		Billing Account-706	-1,178.63
Total Lopez-Vasconez, Nicholas						-1,178.63
Marin, Pedro L						
12/18/2015	Marin, Pedro L	DIR...	Paycheck		Billing Account-706	-1,142.85
Total Marin, Pedro L						-1,142.85
Schussheim, Adam L						
12/18/2015	Schussheim, Ad...	10039	Paycheck		Billing Account-706	-869.59
Total Schussheim, Adam L						-869.59
Smith (transfer), Cecilia						
12/18/2015	Smith (transfer), ...	DIR...	Paycheck		Billing Account-706	-1,389.87
Total Smith (transfer), Cecilia						-1,389.87
TOTAL						-13,478.39

Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
November 2015

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$8,590.98	\$57,386.35	\$11,528.67	\$1,947.63	\$0.00	\$232,517.27	\$311,970.90
<u>Revenues</u>							
Interest	0.16	2.46	0.92				3.54
Medical Fees	17,879.83						17,879.83
Medical Transcripts		16.00					16.00
KL Fire Rescue & EMS Reimb	1,886.41	19,125.84					21,012.25
Donations		250.00					250.00
Misc. Income - Supplies&Netflix		546.33					546.33
Educational Income				185.00			185.00
Uncollected Income/Adjustmts	-3,351.45						-3,351.45
CD Interest		7.50					
Total Revenues	\$16,414.95	\$19,948.13	\$0.92	\$185.00	\$0.00	\$0.00	\$36,549.00
<u>Expenditures</u>							
Training Classes		790.00					790.00
Medical Billing Refunds	255.00						255.00
Payroll Expenses	22,698.51	14,969.29					37,667.80
Postage & Delivery							0.00
Professional Fees	1,263.83	612.50					1,876.33
Background Checks							0.00
Licenses and Permits							0.00
Bank Service Charges	72.00	28.50					100.50
Supplies		133.83					133.83
Miscellaneous (Radiology ck)	261.96						261.96
Total Expenditures	\$24,551.30	\$16,534.12	\$0.00	\$0.00	\$0.00	\$0.00	\$41,085.42
Ending Balance	\$454.63	\$60,800.36	\$11,529.59	\$2,132.63	\$0.00	\$232,517.27	\$307,434.48
TRANSFERS	4,907.68	(4,907.68)	0.00		0.00		
Balance before Adjustment	5,362.31	55,892.68	11,529.59	2,132.63	0.00	232,517.27	307,434.48
Adjustment to arrive at Actual	-1,720.11	5,101.46	0.00	0.00	0.00	0.00	3,381.35
ACTUAL BALANCE @ MO END	\$3,642.20	\$60,994.14	\$11,529.59	\$2,132.63	\$0.00	\$232,517.27	\$310,815.83

Closing Balance

Transaction Date	11/1
Transaction Date	11/30
Company Code	Key Largo Volunteer Ambulance Corps

AR Previous Balance: \$161,143.34

	Qty	Amounts
	-1	(\$684.78)
Advanced Life Support Emergent	28	\$19,582.47
ALS 2 ER BASE RATE	2	\$1,788.52
Basic Life Support Emergent	15	\$9,798.39
Charges	44	\$30,484.60

Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT	(\$17,146.64)
2-WRITE OFF INS	(\$10,107.10)
Bad Debt Non Collection	(\$6,016.49)
COL AG> ADJUSTMENT	\$48.88
DEBIT	\$126.72
Hardship W/O	(\$366.14)
INVOICE	\$27,175.90
Invoice Prior Periods	\$3,993.48
INVOICE REVERSAL	(\$684.78)
Medicare Discount	(\$128.32)
Refunds Insurance	\$255.00
Write Off Patient	(\$115.17)
Accounts Receivable Change	(\$2,964.66)

Total Balance Forward:

\$158,178.68

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12/03/15

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
 December 4, 2015

Date	Name	Num	Type	Memo	Account	Amount
American Funds						
12/04/2015	American Funds	ONL...	Liability Check	DAVID CR...	Corp Account- 406	-52.01
Total American Funds						-52.01
Florida State Disbursement Unit						
12/04/2015	Florida State Dis...	10035	Liability Check	030009851...	Billing Account-706	-155.28
Total Florida State Disbursement Unit						-155.28
Form 941						
12/04/2015	Form 941	EFT...	Liability Check	59-168253...	Billing Account-706	-3,708.91
Total Form 941						-3,708.91
Arana, Jaime E						
12/04/2015	Arana, Jaime E	DIR...	Paycheck		Billing Account-706	-477.28
Total Arana, Jaime E						-477.28
Barnes, Edwin A						
12/04/2015	Barnes, Edwin A	DIR...	Paycheck		Billing Account-706	-869.58
Total Barnes, Edwin A						-869.58
Bock, Donald						
12/04/2015	Bock, Donald	DIR...	Paycheck		Billing Account-706	-619.11
Total Bock, Donald						-619.11
Charafardin Jr., Raynier						
12/04/2015	Charafardin Jr., ...	DIR...	Paycheck		Billing Account-706	-289.91
Total Charafardin Jr., Raynier						-289.91
Cruciger, David A						
12/04/2015	Cruciger, David A	DIR...	Paycheck		Billing Account-706	-229.52
Total Cruciger, David A						-229.52
Elkoury, Elizabeth						
12/04/2015	Elkoury, Elizabeth	DIR...	Paycheck		Corp Account- 406	-1,271.31
Total Elkoury, Elizabeth						-1,271.31
Faktor, James W						
12/04/2015	Faktor, James W	DIR...	Paycheck		Billing Account-706	-288.64
Total Faktor, James W						-288.64
Fell, Ronald J						
12/04/2015	Fell, Ronald J	DIR...	Paycheck		Billing Account-706	-1,082.31
Total Fell, Ronald J						-1,082.31
Jones, Christopher J						
12/04/2015	Jones, Christoph...	DIR...	Paycheck		Billing Account-706	-598.78
Total Jones, Christopher J						-598.78
Lopez-Vasconez, Nicholas						
12/04/2015	Lopez-Vasconez,...	DIR...	Paycheck		Billing Account-706	-582.91
Total Lopez-Vasconez, Nicholas						-582.91
Marin, Pedro L						
12/04/2015	Marin, Pedro L	DIR...	Paycheck		Billing Account-706	-1,175.40
Total Marin, Pedro L						-1,175.40
Paz, Jonathan A						
12/04/2015	Paz, Jonathan A	DIR...	Paycheck		Billing Account-706	-291.29
Total Paz, Jonathan A						-291.29
Schussheim, Adam L						
12/04/2015	Schussheim, Ad...	10036	Paycheck		Billing Account-706	-266.93
Total Schussheim, Adam L						-266.93
Smith {transfer}, Cecilia						
12/04/2015	Smith {transfer}, ...	DIR...	Paycheck		Billing Account-706	-1,302.61
Total Smith {transfer}, Cecilia						-1,302.61

12:09 PM

11/19/15

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
November 20, 2015

Date	Name	Num	Type	Memo	Account	Amount
American Funds						
11/20/2015	American Funds	ONL...	Liability Check	DAVE CRU...	Corp Account- 406	-87.14
Total American Funds						-87.14
Florida State Disbursement Unit						
11/20/2015	Florida State Dis...	10033	Liability Check	030009851...	Billing Account-706	-155.28
Total Florida State Disbursement Unit						-155.28
Form 941						
11/20/2015	Form 941	EFT...	Liability Check	59-168253...	Billing Account-706	-3,745.11
Total Form 941						-3,745.11
Arana, Jaime E						
11/20/2015	Arana, Jaime E	DIR...	Paycheck		Billing Account-706	-464.11
Total Arana, Jaime E						-464.11
Barnes, Edwin A						
11/20/2015	Barnes, Edwin A	DIR...	Paycheck		Billing Account-706	-594.10
Total Barnes, Edwin A						-594.10
Bock, Donald						
11/20/2015	Bock, Donald	DIR...	Paycheck		Billing Account-706	-619.11
Total Bock, Donald						-619.11
Cruciger, David A						
11/20/2015	Cruciger, David A	DIR...	Paycheck		Billing Account-706	-498.00
Total Cruciger, David A						-498.00
Elkoury, Elizabeth						
11/20/2015	Elkoury, Elizabeth	DIR...	Paycheck		Corp Account- 406	-1,271.31
Total Elkoury, Elizabeth						-1,271.31
Fell, Ronald J						
11/20/2015	Fell, Ronald J	DIR...	Paycheck		Billing Account-706	-1,082.31
Total Fell, Ronald J						-1,082.31
Jones, Christopher J						
11/20/2015	Jones, Christoph...	DIR...	Paycheck		Billing Account-706	-598.78
Total Jones, Christopher J						-598.78
Lopez-Vasconez, Nicholas						
11/20/2015	Lopez-Vasconez,...	DIR...	Paycheck		Billing Account-706	-616.46
Total Lopez-Vasconez, Nicholas						-616.46
Marin, Pedro L						
11/20/2015	Marin, Pedro L	DIR...	Paycheck		Billing Account-706	-1,142.85
Total Marin, Pedro L						-1,142.85
Paz, Jonathan A						
11/20/2015	Paz, Jonathan A	DIR...	Paycheck		Billing Account-706	-560.56
Total Paz, Jonathan A						-560.56
Schussheim, Adam L						
11/20/2015	Schussheim, Ad...	10034	Paycheck		Billing Account-706	-560.56
Total Schussheim, Adam L						-560.56
Smith {transfer}, Ceclia						
11/20/2015	Smith {transfer}, ...	DIR...	Paycheck		Billing Account-706	-1,389.88
Total Smith {transfer}, Cecilia						-1,389.88
TOTAL						-13,385.56

Key Largo Volunteer Ambulance Corp Inc.

Treasurer's Report

December 2015

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$3,642.20	\$60,994.14	\$11,529.59	\$2,132.63	\$0.00	\$232,517.27	\$310,815.83
<u>Revenues</u>							
Interest	0.30	2.64	0.97				3.91
Medical Fees	22,175.52						22,175.52
Medical Transcripts							0.00
KL Fire Rescue & EMS Reimb	954.61	23,921.40					24,876.01
Donations							0.00
Misc. Income - Supplies&Netflix							0.00
Educational Income							0.00
Uncollected Income/Adjustmts	21,011.78						0.00
CD Interest							21,011.78
Total Revenues	\$44,142.21	\$23,924.04	\$0.97	\$0.00	\$0.00	\$0.00	\$68,067.22
<u>Expenditures</u>							
Training Classes							0.00
Medical Billing Refunds	92.39						92.39
Payroll Expenses	34,539.07	16,389.65					50,928.72
Postage & Delivery							0.00
Professional Fees	1,334.35	300.00					1,634.35
Background Checks							0.00
Licenses and Permits		10.50					10.50
Bank Service Charges	35.00	28.40					63.40
Supplies		554.96					554.96
Miscellaneous (Radiology ck)							0.00
Total Expenditures	\$36,000.81	\$17,283.51	\$0.00	\$0.00	\$0.00	\$0.00	\$53,284.32
Ending Balance	\$11,783.60	\$67,634.67	\$11,530.56	\$2,132.63	\$0.00	\$232,517.27	\$325,598.73
TRANSFERS	15,031.56	(15,031.56)	0.00		0.00		
Balance before Adjustment	26,815.16	52,603.11	11,530.56	2,132.63	0.00	232,517.27	325,598.73
Adjustment to arrive at Actual	-24,625.65	2,790.07	0.00	0.00	0.00	0.00	-21,835.58
ACTUAL BALANCE @ MO END	\$2,189.51	\$55,393.18	\$11,530.56	\$2,132.63	\$0.00	\$232,517.27	\$303,763.15

Transaction Date	12/1/15
Transaction Date	12/31/15
Company Code	Key Largo Volunteer Ambulance Corps

AR Previous Balance: \$158,178.68

	Qty	Amounts
Advanced Life Support Emergent	59	\$41,104.23
ALS 2 ER BASE RATE	1	\$877.35
Basic Life Support Emergent	25	\$15,846.01
Charges	85	\$57,827.59

Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT	(23,309.03)
2-WRITE OFF INS	(\$6,324.88)
BAD DEBT ADJ REVERSAL	\$134.50
Bad Debt Non Collection	(\$1,972.82)
BAD DEBT PAYMENT REVERSAL	\$587.01
CREDIT	(\$42.00)
INVOICE	\$42,777.68
Invoice Prior Periods	\$15,771.42
INVOICE REVERSAL	(\$721.51)
Negotiated Discount	(\$92.57)
Refunds Insurance	\$42.00
Write Off to Collections	(\$6,856.60)
Accounts Receivable Change	\$19,993.20

Total Balance Forward:

\$178,171.88



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

KEY LARGO EMS DECEMBER 2015 STATISTICS

TOTAL CALLS.....	142
TRANSPORTS.....	85
ALS.....	80
BLS.....	43
PEDI.....	1
CARDIAC AREST.....	0
TRAUMA ALERT.....	3
PUBLIC ASSIST.....	3
BACK-UP.....	14
CANCEL.....	4
ENROUTE-ARRIVAL.....	5.05
SCENE TIME.....	19.0



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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KEY LARGO EMS TOTAL STATISTICS FOR 2015

TOTAL CALLS.....	1466
TRANSPORTS.....	832
ALS.....	853
BLS.....	383
PEDI.....	32
CARDIAC AREST.....	10
TRAUMA ALERT.....	27
PUBLIC ASSIST.....	132
BACK-UP.....	159
CANCEL.....	64