



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting February 9, 2016 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. Appointment of Board Members
10. New Business
 - A. 12 of 28 New Volunteers Begin
 - B. Training Opportunities--Active Shooter at School/MCI Training in April
 - C. Other New Business
11. Membership Discussion
12. Adjournment



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Key Largo Volunteer Ambulance Corps, Inc.
Business Meeting
January 12, 2016

Board members in attendance were Dawn DeBrule, Ken Edge, 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.
2. Announcements
 - Birthdays for the month of January are: Jim Factor, Kay Cullen, Kelly Gargen, Steve Pino, Louie Fajardo.
3. Public Comment

Tomas Mirabella asked why the pledge was not recited at each meeting.
4. Approval of Minutes

Tess Marra moved approval of the November 10, 2015 minutes seconded by Dawn DeBrule. Motion passed unanimously.
5. Treasurer's Report

Tess Marra reported a balance of \$303,763 as of December 31, 2015. Jackie Silverman moved approval of the treasurer's report seconded by Ken Edge. Motion passed unanimously. Chief Bock reported that the corps had 3 CD's which he combined into one 21 month CD for a total of \$180,000.
6. Committee Reports

No reports.
7. Legal Report

No report.
8. Membership Review

Tess Marra reported that Mehr Malek contacted her to say she was resigning from the corps. The board requested that she send written notice of her resignation and return her equipment.
9. Old Business
 - A. Other Old Business
No other old business.

10. New Business

A. Volunteer Testing-January 9

Chief Bock reported 28 to 30 people showed up to test. He will be tallying scores.

B. Personnel Policy

Ronnie Fell developed a Personnel Policy for the ambulance corps using the fire department's personnel policies as a basic model but with a few changes. Discussion followed and the paid paramedic section was removed. Ken Edge moved approval of the policy as written with the paid paramedic section removed seconded by Tess Marra. Dawn Debrule then requested a typing error be removed. Ken Edge amended his motion to approve the policy based on the recommended changes with Chief Bock's approval. Motion was seconded by Tess Marra and passed unanimously.

C. Open Board Positions

President Robinson requested an email from anyone interested in serving as a board member to fill the two vacant positions formerly held by Brenda Beckmann and Marc Cuesta.

D. Other New Business

Brenda Beckmann is recruiting for an EMT class.

11. Membership Discussion

Chief Bock reported that Rescue 74 broke down on its way home from being repaired at the Ford dealer. It was towed back to the Ford dealer.

12. Adjournment

Ken Edge moved adjournment seconded by Dawn DeBrule. Motion passed unanimously. Meeting adjourned at 6:50pm.

Pamela Johnson
Recording Secretary

Original message -----

From: Chris Jones <cjones@keylargofire.com>
Date: 02/01/2016 2:56 PM (GMT-05:00)
To: scott robinson <robinson3507@comcast.net>
Subject: Board position

Good afternoon Scott,

I am interested in the position of board member for the key Largo emergency medical services Corporation. I have been a member for over seven years and I feel that my knowledge and experience can help the corporation. I currently hold a board position on the KeyLargo fire department corporation as well.

Thank you and have a nice day.

Lt. Chris Jones
Key Largo Fire Department
1 East Drive
Key Largo, FL 33037
O: 305-451-2700
C: 954-234-8077
F: 305-451-4699
Cjones@keylargofire.com

**Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
February 2016**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$2,143.63	\$48,229.48	\$11,531.56	\$2,132.63	\$0.00	\$232,786.70	\$296,824.00
<u>Revenues</u>							
Interest	0.50	1.96	0.91				3.37
Medical Fees	23,335.54						23,335.54
Medical Transcripts		16,357.33					16,357.33
KL Fire Rescue & EMS Reimb	11,612.12						11,612.12
Donations							0.00
Misc. Income - Supplies&Netflix							0.00
Educational Income							0.00
Uncollected Income/Adjustmts	-6,080.73						-6,080.73
CD Interest							
Total Revenues	\$28,867.43	\$16,359.29	\$0.91	\$0.00	\$0.00	\$0.00	\$45,227.63
<u>Expenditures</u>							
Dues & Memberships		125.00					125.00
Medical Billing Refunds							0.00
Payroll Expenses	23,262.13	14,560.87					37,823.00
Postage & Delivery							0.00
Professional Fees	788.72	60.00					848.72
Background Checks		96.00					96.00
Tolls		4.08					4.08
Bank Service Charges	35.00	28.00					63.00
Supplies					77.95		77.95
Repairs		80.00					80.00
Total Expenditures	\$24,085.85	\$14,953.95	\$0.00	\$77.95	\$0.00	\$0.00	\$39,117.75
Ending Balance	\$6,925.21	\$49,634.82	\$11,532.47	\$2,054.68	\$0.00	\$232,786.70	\$302,933.88
TRANSFERS	7,942.25	(7,942.25)	0.02		0.00		
Balance before Adjustment	14,867.46	41,692.57	11,532.49	2,054.68	0.00	232,786.70	302,933.90
Adjustment to arrive at Actual	3,208.70	2,962.80	-0.02	0.00	0.00	0.00	6,171.48
ACTUAL BALANCE @ MO END	\$18,076.16	\$44,655.37	\$11,532.47	\$2,054.68	\$0.00	\$232,786.70	\$309,105.38

Closing Balance

Transaction Date	2/1
Transaction Date	2/29
Company Code	Key Largo Volunteer Ambulance Corps

AR Previous Balance: \$180,328.22

	Qty	Amounts
Advanced Life Support Emergent	67	\$46,342.73
ALS 2 ER BASE RATE	1	\$944.97
Basic Life Support Emergent	17	\$11,348.27
Charges	85	\$58,635.97

Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT	(21,667.67)
2-WRITE OFF INS	(\$8,081.36)
Bad Debt Non Collection	(\$2,924.16)
BAD DEBT PAYMENT REVERSAL	\$28.57
DEBIT	\$521.92
Hardship W/O	(\$597.54)
INVOICE	\$49,519.39
Invoice Prior Periods	\$10,548.33
INVOICE REVERSAL	(\$1,431.75)
Negotiated Discount	(\$67.64)
Refunds Insurance	\$162.94
Write Off to Collections	(\$31,219.44)
Accounts Receivable Change	(\$5,208.41)

Total Balance	\$175,119.81
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Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
February 12, 2016

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
American Funds						
02/12/2016	American Funds	ONL...	Liability Check	DAVE CRU...	Corp Account- 406	-204.27
Total American Funds						-204.27
Form 941						
02/12/2016	Form 941	EFT...	Liability Check	59-168253...	Billing Account-706	-3,715.04
Total Form 941						-3,715.04
Arana, Jaime E						
02/12/2016	Arana, Jaime E	DIR...	Paycheck		Billing Account-706	-1,258.20
Total Arana, Jaime E						-1,258.20
Barnes, Edwin A						
02/12/2016	Barnes, Edwin A	DIR...	Paycheck		Billing Account-706	-903.12
Total Barnes, Edwin A						-903.12
Bock, Donald						
02/12/2016	Bock, Donald	DIR...	Paycheck		Billing Account-706	-619.11
Total Bock, Donald						-619.11
Cruciger, David A						
02/12/2016	Cruciger, David A	DIR...	Paycheck		Billing Account-706	-498.01
Total Cruciger, David A						-498.01
Elkoury, Elizabeth						
02/12/2016	Elkoury, Elizabeth	DIR...	Paycheck		Corp Account- 406	-1,271.31
Total Elkoury, Elizabeth						-1,271.31
Fell, Ronald J						
02/12/2016	Fell, Ronald J	DIR...	Paycheck		Billing Account-706	-1,033.34
Total Fell, Ronald J						-1,033.34
Irizarry, Eugene						
02/12/2016	Irizarry, Eugene	10047	Paycheck		Billing Account-706	-290.28
Total Irizarry, Eugene						-290.28
Jones, Christopher J						
02/12/2016	Jones, Christoph...	DIR...	Paycheck		Billing Account-706	-866.18
Total Jones, Christopher J						-866.18
Lopez, Casey A						
02/12/2016	Lopez, Casey A	DIR...	Paycheck		Billing Account-706	-329.47
Total Lopez, Casey A						-329.47
Marin, Pedro L						
02/12/2016	Marin, Pedro L	DIR...	Paycheck		Billing Account-706	-904.50
Total Marin, Pedro L						-904.50
Pinzon, Oscar S						
02/12/2016	Pinzon, Oscar S	DIR...	Paycheck		Billing Account-706	-316.29
Total Pinzon, Oscar S						-316.29
Schussheim, Adam L						
02/12/2016	Schussheim, Ad...	DIR...	Paycheck		Billing Account-706	-560.56
Total Schussheim, Adam L						-560.56
Smith (transfer), Cecilia						
02/12/2016	Smith (transfer), ...	DIR...	Paycheck		Billing Account-706	-1,129.96
Total Smith (transfer), Cecilia						-1,129.96
TOTAL						-13,899.64

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
February 26, 2016

Date	Name	Num	Type	Memo	Account	Amount
American Funds						
02/26/2016	American Funds	ONL...	Liability Check	DAVE CRU...	Corp Account- 406	-189.50
Total American Funds						-189.50
Form 941						
02/26/2016	Form 941	EFT...	Liability Check	59-168253...	Billing Account-706	-3,520.70
Total Form 941						-3,520.70
Arana, Jaime E						
02/26/2016	Arana, Jaime E	DIR...	Paycheck		Billing Account-706	-632.56
Total Arana, Jaime E						-632.56
Barnes, Edwin A						
02/26/2016	Barnes, Edwin A	DIR...	Paycheck		Billing Account-706	-290.29
Total Barnes, Edwin A						-290.29
Bock, Donald						
02/26/2016	Bock, Donald	DIR...	Paycheck		Billing Account-706	-590.78
Total Bock, Donald						-590.78
Cruciger, David A						
02/26/2016	Cruciger, David A	DIR...	Paycheck		Billing Account-706	-485.80
Total Cruciger, David A						-485.80
Elkoury, Elizabeth						
02/26/2016	Elkoury, Elizabeth	DIR...	Paycheck		Corp Account- 406	-1,271.32
Total Elkoury, Elizabeth						-1,271.32
Fell, Ronald J						
02/26/2016	Fell, Ronald J	DIR...	Paycheck		Billing Account-706	-1,033.34
Total Fell, Ronald J						-1,033.34
Irizarry, Eugene						
02/26/2016	Irizarry, Eugene	10048	Paycheck		Billing Account-706	-603.56
Total Irizarry, Eugene						-603.56
Jones, Christopher J						
02/26/2016	Jones, Christoph...	DIR...	Paycheck		Billing Account-706	-534.77
Total Jones, Christopher J						-534.77
Lopez, Casey A						
02/26/2016	Lopez, Casey A	DIR...	Paycheck		Billing Account-706	-306.27
Total Lopez, Casey A						-306.27
Marin, Pedro L						
02/26/2016	Marin, Pedro L	DIR...	Paycheck		Billing Account-706	-1,175.39
Total Marin, Pedro L						-1,175.39
Pinzon, Oscar S						
02/26/2016	Pinzon, Oscar S	DIR...	Paycheck		Billing Account-706	-596.56
Total Pinzon, Oscar S						-596.56
Schussheim, Adam L						
02/26/2016	Schussheim, Ad...	DIR...	Paycheck		Billing Account-706	-516.85
Total Schussheim, Adam L						-516.85
Smith {transfer}, Cecilia						
02/26/2016	Smith {transfer}, ...	DIR...	Paycheck		Billing Account-706	-1,355.17
Total Smith {transfer}, Cecilia						-1,355.17
TOTAL						-13,102.86