



## KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

### Business Meeting August 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
  - A. Requests for Reimbursement
  - B. Luis Campos Resignation
9. Old Business
  - A. Budget Update
  - B. New Medical Director Discussion
  - C. Other Old Business
10. New Business
  - A. Social Media Policy
  - B. Other New Business
11. Membership Discussion
12. Adjournment



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### Key Largo Volunteer Ambulance Corps, Inc. Business Meeting August 9, 2016

Board members in attendance were Dawn DeBrule, Ken Edge, Pedro Marin, Tess Marra, and Scott Robinson. District Board members Kay Cullen and George Mirabella and KLVAC attorney, Jack Bridges were also in attendance. 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
  - There will be a press announcement of the donation by Upper Keys Marine Construction for purchase of the Handtevy Pedi Bag and program
  - Birthdays for the month of August are: Leo Bello and Scott Robinson
  - Sue Heim was instrumental in having the water bill reduced
  - A new EMT class will begin on August 17
3. Public Comment  
No comment.
4. Approval of Minutes  
Dawn DeBrule, seconded by Ken Edge moved approval of the July 12, 2016 minutes. Motion carried.
5. Treasurer's Report  
Tess Marra reported a balance of \$293,484 as of July 31, 2016. Ken Edge, seconded by Pedro Marin moved approval of the treasurer's report. Motion carried.
6. Committee Reports  
Pedro Marina stated that an email will be sent to members who will choose to have either a combined Christmas party and awards banquet before Christmas or an awards dinner after Christmas.
7. Legal Report  
Jack Bridges reported a couple of issues are being dealt with. Scott Robinson, seconded by Pedro Marin moved to begin discussion and negotiations for a new fire and EMS contract. Motion carried.
8. Membership Review
  - A. Five requests for Reimbursement  
Ken Edge moved approval of Michael Baez, Kevin Mesa, Joel Sierra, Jacob Rivero and Andres Espinoza requests for reimbursement seconded by Pedro Marin. Motion carried.
  - B. Luis Campos Leave of Absence Request  
Luis Campos has verbally requested a leave of absence. He will begin working for Lee County at the end of the month.

KLVAC Business Meeting  
August 9, 2016

9. Old Business

A. Budget Update

Chief Bock reported that the District made no cuts to the EMS budget at the last meeting.

B. New Medical Director Discussion

Pedro Marin reported that membership is looking for more communication and training from the medical director. This will be discussed further at the next meeting.

C. Other Old Business

None

10. New Business

A. Social Media Policy

The board will look over the policy and it will be discussed at the next meeting.

B. Other New Business

None.

11. Membership Discussion

No discussion.

12. Adjournment

Dawn DeBrule, seconded by Ken Edge moved adjournment. Motion carried. Meeting adjourned at 7:00pm.

Pamela Johnson

Recording Secretary

Dear Chief Donald Bock

As of September 12<sup>th</sup> 2016 I would like to put in a leave of absence for 6 months for the Key Largo Fire Department and Key Largo Ambulance corps. As some of you may know I have accepted a position with the town of palm Beach fire department however I would like to leave the door open if for any reason it doesn't work out.

I would like to Thank everyone from both Departments for everything they have done for me over the years they have helped me grow not only as a firefighter/paramedic but as well as a better person.

Sincerely

Jonathan "Muscles" Varela

**Subject:** Board petition for volunteer status  
**From:** Jim Faktor (jfaktorfkambulance@gmail.com)  
**To:** eelkoury@bellsouth.net; manager@keylargoems.com;  
**Date:** Monday, August 8, 2016 8:30 AM

**KLVAC BOARD,**

I have been a paid medic at KLVAC for quite some time and throughout this time became increasingly busy with my other jobs. It got to the point that I felt like I wasn't working enough to be in a paid spot that could be filled by someone who would be in a position to better serve the department. I ran a paid shift in November and after finding it difficult to give availability for a few months in a row, I stepped down officially in March with the intention of continuing as a volunteer. I worked a shift on April 16 as a volunteer, attended the EKG class in July and was scheduled for a shift on August 8th. I was told on the morning of August 8th that I needed to petition the board in order to remain on as a volunteer. So, I am sending this letter as an official request to the board to be allowed to continue as a member of the KLVAC as a volunteer. I have been with KLVAC for many years and even though I have a busy life, I would really like to remain a part of this organization and volunteer whenever possible. Thank you

Jim Faktor



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## KEY LARGO EMS TOTAL STATISTICS FOR AUGUST 2016

TOTAL CALLS.....	109
TRANSPORTS.....	69
ALS.....	66
BLS.....	30
PEDI.....	2
CARDIAC AREST.....	0
TRAUMA ALERT.....	5
BACK-UP.....	10
PUBLIC ASSIST .....	87
CANCEL.....	4
ARRIVAL TIME .....	4.20
SCENE TIME .....	18.35

7 AM  
8/25/16

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

Date	Name	Num	Type	Memo	Account	Amount
<b>American Funds</b>						
08/26/2016	American Funds	ONL...	Liability Check	DAVE CRU...	Corp Account- 406	-285.92
Total American Funds						-285.92
<b>Form 941</b>						
08/26/2016	Form 941	EFT...	Liability Check	59-168253...	Billing Account-706	-3,453.38
Total Form 941						-3,453.38
<b>Arana, Jaime E</b>						
08/26/2016	Arana, Jaime E	DIR...	Paycheck		Billing Account-706	-645.75
Total Arana, Jaime E						-645.75
<b>Barnes, Edwin A</b>						
08/26/2016	Barnes, Edwin A	DIR...	Paycheck		Billing Account-706	-560.56
Total Barnes, Edwin A						-560.56
<b>Bock, Donald</b>						
08/26/2016	Bock, Donald	DIR...	Paycheck		Billing Account-706	-619.11
Total Bock, Donald						-619.11
<b>Campos, Luis A</b>						
08/26/2016	Campos, Luis A	DIR...	Paycheck		Billing Account-706	-583.56
Total Campos, Luis A						-583.56
<b>Charafardin Jr., Raynier</b>						
08/26/2016	Charafardin Jr., ...	DIR...	Paycheck		Billing Account-706	-316.28
Total Charafardin Jr., Raynier						-316.28
<b>Cruciger, David A</b>						
08/26/2016	Cruciger, David A	DIR...	Paycheck		Billing Account-706	-1,169.24
Total Cruciger, David A						-1,169.24
<b>Elkoury, Elizabeth</b>						
08/26/2016	Elkoury, Elizabeth	DIR...	Paycheck		Corp Account- 406	-1,271.31
Total Elkoury, Elizabeth						-1,271.31
<b>Jones, Christopher J</b>						
08/26/2016	Jones, Christoph...	DIR...	Paycheck		Billing Account-706	-230.76
Total Jones, Christopher J						-230.76
<b>Marin, Pedro L</b>						
08/26/2016	Marin, Pedro L	DIR...	Paycheck		Billing Account-706	-606.64
Total Marin, Pedro L						-606.64
<b>Pinzon, Oscar S</b>						
08/26/2016	Pinzon, Oscar S	DIR...	Paycheck		Billing Account-706	-923.60
Total Pinzon, Oscar S						-923.60
<b>Schusheim, Adam L</b>						
08/26/2016	Schusheim, Ad...	DIR...	Paycheck		Billing Account-706	-1,178.63
Total Schusheim, Adam L						-1,178.63
<b>Smith (transfer), Cecilia</b>						
08/26/2016	Smith (transfer), ...	DIR...	Paycheck		Billing Account-706	-1,808.37
Total Smith (transfer), Cecilia						-1,808.37
<b>TOTAL</b>						<b>-13,653.11</b>

**Key Largo Volunteer Ambulance Corp., Inc.**  
**Payroll Transactions by Payee**  
 September 9, 2016

Date	Name	Num	Type	Memo	Account	Amount
<b>American Funds</b>						
09/09/2016	American Funds	ONLI...	Liability Check	DAVID CRU...	Corp Account- 406	-246.73
						-246.73
Total American Funds						
<b>Form 941</b>						
09/09/2016	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-3,656.84
						-3,656.84
Total Form 941						
<b>Arana, Jaime E</b>						
09/09/2016	Arana, Jaime E	DIRE...	Paycheck		Billing Account-706	-685.31
						-685.31
Total Arana, Jaime E						
<b>Barnes, Edwin A</b>						
09/09/2016	Barnes, Edwin A	DIRE...	Paycheck		Billing Account-706	-571.74
						-571.74
Total Barnes, Edwin A						
<b>Bock, Donald</b>						
09/09/2016	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-619.12
						-619.12
Total Bock, Donald						
<b>Campos, Luis A</b>						
09/09/2016	Campos, Luis A	DIRE...	Paycheck		Billing Account-706	-892.59
						-892.59
Total Campos, Luis A						
<b>Charafardin Jr., Raynier</b>						
09/09/2016	Charafardin Jr., Ray...	DIRE...	Paycheck		Billing Account-706	-316.28
						-316.28
Total Charafardin Jr., Raynier						
<b>Cruciger, David A</b>						
09/09/2016	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-839.73
						-839.73
Total Cruciger, David A						
<b>Elkoury, Elizabeth</b>						
09/09/2016	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,171.31
						-1,171.31
Total Elkoury, Elizabeth						
<b>Irizarry, Eugene</b>						
09/09/2016	Irizarry, Eugene	DIRE...	Paycheck		Billing Account-706	-289.91
						-289.91
Total Irizarry, Eugene						
<b>Jones, Christopher J</b>						
09/09/2016	Jones, Christopher J	DIRE...	Paycheck		Billing Account-706	-570.13
						-570.13
Total Jones, Christopher J						
<b>Marin, Pedro L</b>						
09/09/2016	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-1,158.62
						-1,158.62
Total Marin, Pedro L						
<b>Pinzon, Oscar S</b>						
09/09/2016	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-596.56
						-596.56
Total Pinzon, Oscar S						
<b>Schussheim, Adam L</b>						
09/09/2016	Schussheim, Adam L	DIRE...	Paycheck		Billing Account-706	-1,178.62
						-1,178.62
Total Schussheim, Adam L						
<b>Smith {transfer}, Cecilia</b>						
09/09/2016	Smith {transfer}, Ce...	DIRE...	Paycheck		Billing Account-706	-1,390.88
						-1,390.88
Total Smith {transfer}, Cecilia						
<b>TOTAL</b>						<b>-14,184.37</b>



Closing Balance

Transaction Date	8/1
Transaction Date	8/31
Company Code	Key Largo Volunteer Ambulance Corps

**AR Previous Balance: \$201,050.36**

	Qty	Amounts
Advanced Life Support Emergent	35	\$24,415.29
ALS 2 ER BASE RATE	2	\$1,912.48
Basic Life Support	1	\$1,079.23
Basic Life Support Emergent	15	\$9,730.76
<b>Charges</b>	<b>53</b>	<b>\$37,137.76</b>

Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT	(\$26,129.60)
2-WRITE OFF INS	(\$6,368.26)
Bad Debt Non Collection	(\$1,259.23)
BAD DEBT PAYMENT REVERSAL	\$189.79
DEBIT	\$0.01
INVOICE	\$32,707.37
Invoice Prior Periods	\$5,862.14
INVOICE REVERSAL	(\$1,431.75)
Refunds Patient	\$120.24
Write Off Patient	(\$676.43)
<b>Accounts Receivable Change</b>	<b>\$3,014.28</b>

<b>Total Balance Forward:</b>	<b>\$204,064.64</b>
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**Key Largo Volunteer Ambulance Corp Inc.  
Treasurer's Report  
August 2016**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
<b>Beginning Balance</b>	\$2,844.10	\$44,368.66	\$11,537.29	\$1,828.14	\$0.00	\$232,906.62	\$293,484.81
<u>Revenues</u>							
Interest	0.29	1.72	0.98				2.99
Medical Fees	21,157.20						21,157.20
Medical Transcripts							0.00
KL Fire Rescue & EMS Reimb		15,746.56					15,746.56
Donations							0.00
Misc. Income - Supplies&Netfix							0.00
Educational Income				305.00			305.00
Uncollected Income/Adjustmts	2,663.25						2,663.25
CD Interest							
<b>Total Revenues</b>	\$23,820.74	\$15,748.28	\$0.98	\$305.00	\$0.00	\$0.00	\$39,875.00
<u>Expenditures</u>							
Training Classes		55.84					55.84
Medical Billing Refunds							0.00
Payroll Expenses	23,851.20	13,931.96					37,783.16
Postage & Delivery		6.70					6.70
Professional Fees							0.00
Background Checks		64.00					64.00
Internet Services							0.00
Bank Service Charges	35.00	29.20					64.20
Supplies		1,128.00					1,128.00
License							0.00
<b>Total Expenditures</b>	\$23,886.20	\$15,215.70	\$0.00	\$0.00	\$0.00	\$0.00	\$39,101.90
<b>Ending Balance</b>	\$2,778.64	\$44,901.24	\$11,538.27	\$2,133.14	\$0.00	\$232,906.62	\$294,257.91
TRANSFERS	11,106.38	(11,106.38)	0.00		0.00		
Balance before Adjustment	13,885.02	33,794.86	11,538.27	2,133.14	0.00	232,906.62	294,257.91
Adjustment to arrive at Actual	-5,669.48	2,479.07	0.00	0.00	0.00	0.00	-3,190.41
<b>ACTUAL BALANCE @ MO END</b>	\$8,215.54	\$36,273.93	\$11,538.27	\$2,133.14	\$0.00	\$232,906.62	\$291,067.50