



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting October 10, 2017 Agenda

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes
6. Treasurer's Report
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
 - A. Bylaw Recommendations
 - B. Budget Update
 - C. Other Old Business
11. New Business
 - A. Chris Jones/Resignation from Board
 - B. BOD Nominations
 - C. Other New Business
12. Membership Discussion
13. 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 August 8, 2017

Board members in attendance were Dawn DeBrule, Ken Edge, Tess Marra, Scott Robinson and Jackie Silverman. A quorum was present. Attorney Jack Bridges was also in attendance. Membership attendance is reflected in the monthly attendance roster.

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

Ken Edge, seconded by Dawn DeBrule motioned addition of two agenda items: 1) "Nominating Committee" under New Business; and 2) "By Law Committee" under Other New Business. Motion carried.
2. Approval of Agenda
Dawn DeBrule, seconded by Ken Edge, moved approval of the agenda. Motion carried.
3. Announcements
Ranier Charafardin is the new Q & A officer.
4. Public Comment
No public comment.
5. Approval of Minutes
Ken Edge, seconded by Jackie Silverman, moved approval of the June 13, 2017 minutes. Motion carried.
6. Treasurer's Report
Tess Marra reported a balance of \$298,479 as of June 30, 2017. July ending balance was \$307,910.27. Ken Edge seconded by Dawn DeBrule moved approval of the treasurer's reports for June and July. Motion carried.
7. Committee Reports
No report.
8. Legal Report
No report.
9. Membership Review
Jackie Silverman, seconded by Dawn DeBrule moved approval of reimbursement for Michael McFadden and Jessie Tavai retroactive to July. Motion carried.

Dawn DeBrule seconded by Ken Edge moved approval of Candace Hubbs' leave of absence request from August 1 through December 1, 2017 for both the ambulance corps and the fire department.

KLVAC Business Meeting
August 8, 2017

10. Old Business
 - A. Other Old Business
No old business

11. New Business
 - A. Nominating Committee
Ken Edge seconded by Dawn DeBrule moved approval of Tess Marra, Chief Bock and Scott Robinson to serve on the nominating committee.

 - B. Pedro Marin/Resignation
Pedro Marin resigned from the board of directors effective immediately.

 - C. Other New Business/Bylaw Committee
Dawn Debrule, seconded by Tess Marra moved approval of President Robinson's appointment of himself, Chief Bock and Jack Bridges to serve on the Bylaw Committee. Jack Bridges reported the bylaws are to be reviewed every two years and were last reviewed in 2015.

12. Membership Discussion
No discussion.

13. Adjournment
Ken Edge seconded by Dawn DeBrule moved adjournment. Motion carried. Meeting adjourned at 6:45pm.

Pamela Andersen
Recording Secretary

**Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
August 2017**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$23,685.03	\$35,681.41	\$11,548.84	\$1,666.30	\$0.00	\$235,328.69	\$307,910.27
Revenues							
Interest	1.24	1.59	0.98				3.81
Medical Fees	39,586.42						39,586.42
Medical Transcripts							0.00
KL Fire Rescue & EMS Reimb		17,332.58					17,332.58
Donations							0.00
Educational Income				30.00			30.00
Uncollected Income/Adjustmts	1,561.85						1,561.85
CD Interest							0.00
Total Revenues	\$41,149.51	\$17,334.17	\$0.98	\$30.00	\$0.00	\$0.00	\$58,514.66
Expenditures							
Awards, Banquet, Plaques, etc							0.00
Medical Billing Refunds	147.79						147.79
Payroll Expenses	24,010.84	16,822.96					40,833.80
Miscellaneous							0.00
Professional Fees	1,379.74						1,379.74
Background Checks							0.00
Medical Exp paid for employee							0.00
Bank Services Charges	35.00	29.70					64.70
Supplies		488.89					488.89
Licenses and Permits		60.00					60.00
Total Expenditures	\$25,573.37	\$17,401.55	\$0.00	\$0.00	\$0.00	\$0.00	\$42,974.92
Ending Balance	\$39,261.17	\$35,614.03	\$11,549.82	\$1,696.30	\$0.00	\$235,328.69	\$323,450.01
TRANSFERS	984.90	(984.90)	0.00	0.00	0.00	\$0.00	\$0.00
Balance before Adjustment	40,246.07	34,629.13	11,549.82	1,696.30	0.00	235,328.69	323,450.01
Adjustment to arrive at Actual	-5,409.46	3,662.53	0.00	0.00	0.00	0.00	-1,546.93
ACTUAL BALANCE @ MO END	\$34,836.61	\$38,491.66	\$11,549.82	\$1,696.30	\$0.00	\$235,328.69	\$321,903.08

**Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
September 2017**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$34,836.61	\$38,491.66	\$11,549.82	\$1,696.30	\$0.00	\$235,328.69	\$321,903.08
Revenues							
Interest	1.24	1.51	0.98				3.73
Medical Fees	17,287.98						17,287.98
Medical Transcripts							0.00
KL Fire Rescue & EMS Reimb		6,480.45					6,480.45
Donations							0.00
Educational Income							0.00
Uncollected Income/Adjustmts	-3,442.39						-3,442.39
CD Interest							0.00
Total Revenues	\$13,846.83	\$6,481.96	\$0.98	\$0.00	\$0.00	\$0.00	\$20,329.77
Expenditures							
Awards, Banquet, Plaques, etc							0.00
Medical Billing Refunds							0.00
Payroll Expenses	27,776.97	16,199.67					43,976.64
Miscellaneous							0.00
Professional Fees	1,828.82						1,828.82
Background Checks							0.00
Medical Exp paid for employee		29.40					0.00
Bank Service Charges	45.00	315.98					74.40
Supplies				460.98			776.96
Licenses and Permits							0.00
Total Expenditures	\$29,650.79	\$16,545.05	\$0.00	\$460.98	\$0.00	\$0.00	\$46,656.82
Ending Balance	\$19,032.65	\$28,428.57	\$11,550.80	\$1,235.32	\$0.00	\$235,328.69	\$295,576.03
TRANSFERS	1,973.66	(1,973.66)	0.00	0.00		\$0.00	
Balance before Adjustment	21,006.31	26,454.91	11,550.80	1,235.32	0.00	235,328.69	295,576.03
Adjustment to arrive at Actual	-219.52	2,776.11	0.00	0.00	0.00	0.00	2,556.59
ACTUAL BALANCE @ MO END	\$20,786.79	\$29,231.02	\$11,550.80	\$1,235.32	\$0.00	\$235,328.69	\$298,132.62

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Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
August 25, 2017

Date	Name	Num	Type	Memo	Account	Amount
American Funds						
08/25/2017	American Funds	ONLINE	Liability Check		Corp Account- 406	-84.77
Total American Funds						-84.77
Form 941						
08/25/2017	Form 941	EFTPS	Liability Check	59-1682537 - ...	Billing Account-706	-3,868.82
Total Form 941						-3,868.82
Arana, Jaime E						
08/25/2017	Arana, Jaime E	10077	Paycheck		Billing Account-706	-603.56
Total Arana, Jaime E						-603.56
Bock, Donald						
08/25/2017	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-605.44
Total Bock, Donald						-605.44
Castro, Luis R						
08/25/2017	Castro, Luis R	DIRE...	Paycheck		Billing Account-706	-685.31
Total Castro, Luis R						-685.31
Charafardin Jr., Raynier						
08/25/2017	Charafardin Jr., Ray...	DIRE...	Paycheck		Billing Account-706	-1,325.26
Total Charafardin Jr., Raynier						-1,325.26
Cruciger, David A						
08/25/2017	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-411.99
Total Cruciger, David A						-411.99
Elkoury, Elizabeth						
08/25/2017	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,173.31
Total Elkoury, Elizabeth						-1,173.31
Fell, Ronald J						
08/25/2017	Fell, Ronald J	DIRE...	Paycheck		Billing Account-706	-532.97
Total Fell, Ronald J						-532.97
Marin, Pedro L						
08/25/2017	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-922.27
Total Marin, Pedro L						-922.27
Pinzon, Oscar S						
08/25/2017	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-1,233.62
Total Pinzon, Oscar S						-1,233.62
Schussheim, Adam L						
08/25/2017	Schussheim, Adam L	DIRE...	Paycheck		Billing Account-706	-1,262.13
Total Schussheim, Adam L						-1,262.13
Smith (transfer), Cecilia						
08/25/2017	Smith (transfer), Ce...	DIRE...	Paycheck		Billing Account-706	-1,375.03
Total Smith (transfer), Cecilia						-1,375.03
TOTAL						-14,084.48

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08/10/17

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
 August 11, 2017

Date	Name	Num	Type	Memo	Account	Amount
American Funds						
08/11/2017	American Funds	ONLINE	Liability Check		Corp Account- 406	-50.09
Total American Funds						-50.09
Form 941						
08/11/2017	Form 941	EFTPS	Liability Check	59-1682537 - ...	Billing Account-706	-3,958.92
Total Form 941						-3,958.92
Arana, Jaime E						
08/11/2017	Arana, Jaime E	10076	Paycheck		Billing Account-706	-603.55
Total Arana, Jaime E						-603.55
Bock, Donald						
08/11/2017	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-326.06
Total Bock, Donald						-326.06
Castro, Luis R						
08/11/2017	Castro, Luis R	DIRE...	Paycheck		Billing Account-706	-316.28
Total Castro, Luis R						-316.28
Charafardin Jr., Raynier						
08/11/2017	Charafardin Jr., Ray...	DIRE...	Paycheck		Billing Account-706	-1,314.12
Total Charafardin Jr., Raynier						-1,314.12
Cruciger, David A						
08/11/2017	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-216.31
Total Cruciger, David A						-216.31
Downey, Katherine L						
08/11/2017	Downey, Katherine L	DIRE...	Paycheck		Billing Account-706	-291.28
Total Downey, Katherine L						-291.28
Elkoury, Elizabeth						
08/11/2017	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,173.33
Total Elkoury, Elizabeth						-1,173.33
Fell, Ronald J						
08/11/2017	Fell, Ronald J	DIRE...	Paycheck		Billing Account-706	-456.83
Total Fell, Ronald J						-456.83
Hubbs, Candice						
08/11/2017	Hubbs, Candice	DIRE...	Paycheck		Billing Account-706	-630.31
Total Hubbs, Candice						-630.31
Marin, Pedro L						
08/11/2017	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-1,584.01
Total Marin, Pedro L						-1,584.01
Schussheim, Adam L						
08/11/2017	Schussheim, Adam L	DIRE...	Paycheck		Billing Account-706	-936.66
Total Schussheim, Adam L						-936.66
Smith (transfer), Cecilia						
08/11/2017	Smith (transfer), Ce...	DIRE...	Paycheck		Billing Account-706	-1,861.92
Total Smith (transfer), Cecilia						-1,861.92
TOTAL						-13,719.67

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
 September 22, 2017

Date	Name	Num	Type	Memo	Account	Amount
American Funds						
09/22/2017	American Funds	ONLINE	Liability Check		Billing Account-706	-104.04
Total American Funds						-104.04
Form 941						
09/22/2017	Form 941	EFTPS	Liability Check	59-1682537 - ...	Billing Account-706	-4,998.70
Total Form 941						-4,998.70
Arana, Jaime E						
09/22/2017	Arana, Jaime E	10079	Paycheck		Billing Account-706	-316.28
Total Arana, Jaime E						-316.28
Bock, Donald						
09/22/2017	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-281.05
Total Bock, Donald						-281.05
Castro, Luis R						
09/22/2017	Castro, Luis R	DIRE...	Paycheck		Billing Account-706	-1,717.15
Total Castro, Luis R						-1,717.15
Charafardin Jr., Raynier						
09/22/2017	Charafardin Jr., Ray...	DIRE...	Paycheck		Billing Account-706	-2,301.21
Total Charafardin Jr., Raynier						-2,301.21
Cruciger, David A						
09/22/2017	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-520.03
Total Cruciger, David A						-520.03
Elkoury, Elizabeth						
09/22/2017	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,173.32
Total Elkoury, Elizabeth						-1,173.32
Fell, Ronald J						
09/22/2017	Fell, Ronald J	DIRE...	Paycheck		Billing Account-706	-522.10
Total Fell, Ronald J						-522.10
Marin, Pedro L						
09/22/2017	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-1,761.92
Total Marin, Pedro L						-1,761.92
Pinzon, Oscar S						
09/22/2017	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-924.60
Total Pinzon, Oscar S						-924.60
Schusheim, Adam L						
09/22/2017	Schusheim, Adam L	DIRE...	Paycheck		Billing Account-706	-1,723.89
Total Schusheim, Adam L						-1,723.89
Smith (transfer), Cecilia						
09/22/2017	Smith (transfer), Ce...	DIRE...	Paycheck		Billing Account-706	-1,043.60
Total Smith (transfer), Cecilia						-1,043.60
TOTAL						-17,387.89

Batch Details

Batch ID 531615

Primary Company KEY LARGO VOL AMBULANCE CORP
INC

Status APPROVED

Batch Information

Created Date/Time	10/05/2017 01:37 PM EST
Created By	CPALOPEZ
Denied Date	
Denied By	
Approved Date/Time	10/05/2017 01:37 PM EST
Approved By	CPALOPEZ
Originator	KLVOLAMBULANCE
Company	KEY LARGO VOL AMBULANCE CORP INC
Offset Account	20152958706
Effective Date	10/06/2017
ACH Class	PPD+
Debits	\$19,831.40
Credits	\$19,831.40
Entries	9

Participant Information

Name	Participant ID	Routing Number	Account Number	Amount	Transaction Type	Addenda
DONALD BOCK	Bock, D	067011760	30452135820	\$295.72	32 - Saving Deposit	MEDIC PAYROLL
LUIS CASTRO	Castro, L	063100277	898005837888	\$3,843.42	22 - Checking Deposit	MEDIC PAYROLL
RAYNIER CHARAFARDI N JR	Charafardin, R	063107513	1010301232443	\$4,026.37	22 - Checking Deposit	MEDIC PAYROLL
DAVID A CRUCIGER	Cruciger, D	067011760	30462294406	\$1,880.17	22 - Checking Deposit	MEDIC PAYROLL
RONALD J FELL	Fell, R	063100277	005494884138	\$250.00	32 - Saving Deposit	MEDIC PAYROLL
RONALD J FELL	Fell, R	063107513	1090004968801	\$1,841.89	22 - Checking Deposit	MEDIC PAYROLL
PEDRO LUIS MARIN	Marin, P	063100277	898041580584	\$2,094.05	22 - Checking Deposit	MEDIC PAYROLL
OSCAR S PINZON	Pinzon, O	063000047	005561350278	\$3,014.57	22 - Checking Deposit	MEDIC PAYROLL
CECILLA SMITH	Smith, C	067011760	50755227406	\$2,585.21	22 - Checking Deposit	MEDIC PAYROLL
KEY LARGO VOL AMBULANC	591682537	067011760	20152958706	\$19,831.40	27 - Checking Withdrawal	

ACH Batch Details

ACH Batch Details

Batch ID 532015

Primary Company KEY LARGO VOL AMBULANCE CORP
INC

Status APPROVED

Batch Information

Created Date/Time	10/06/2017 03:39 PM EST
Created By	CPALOPEZ
Denied Date	
Denied By	
Approved Date/Time	10/06/2017 03:39 PM EST
Approved By	CPALOPEZ
Originator	KLVOLAMBULANCE
Company	KEY LARGO VOL AMBULANCE CORP INC
Offset Account	20152958706
Effective Date	10/10/2017
ACH Class	PPD+
Debits	\$5,364.11
Credits	\$5,364.11
Entries	2

Participant Information

Name	Participant ID	Routing Number	Account Number	Amount	Transaction Type	Addenda
CANDICE M HUBBS	Hubbs, C	266080204	501644306	\$433.73	22 - Checking Deposit	MEDIC PAYROLL
ADAM SCHUSSHEIM	Schusheim, A	063102152	0699003097901	\$4,930.38	22 - Checking Deposit	MEDIC PAYROLL
KEY LARGO VOL AMBULANC	591682537	067011760	20152958706	\$5,364.11	27 - Checking Withdrawal	

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Capital Bank



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

KEY LARGO EMS TOTAL STATISTICS FOR AUGUST 2017

TOTAL CALLS.....	119
TRANSPORTS.....	88
ALS.....	83
BLS.....	16
PEDI.....	2
CARDIAC AREST.....	0
TRAUMA ALERT.....	1
BACK-UP.....	12
PUBLIC ASSIST	14
CANCEL.....	5
ARRIVAL TIME	7.26
SCENE TIME	20.77



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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KEY LARGO EMS TOTAL STATISTICS FOR SEPTEMBER 2017

TOTAL CALLS.....	117
TRANSPORTS.....	67
ALS.....	70
BLS.....	24
PEDI.....	0
CARDIAC AREST.....	0
TRAUMA ALERT.....	8
BACK-UP.....	6
PUBLIC ASSIST	15
CANCEL.....	7
ARRIVAL TIME	5.04
SCENE TIME	21.04

Closing Balance

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

AR Previous Balance: \$224,219.21

	Qty	Amounts
Advanced Life Support Emergent	68	\$54,849.44
ALS 2 ER BASE RATE	2	\$2,033.59
Basic Life Support Emergent	17	\$13,048.24
Charges	87	\$69,931.27

Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT	(\$38,329.93)
2-WRITE OFF INS	(\$15,897.86)
BAD DEBT ADJ REVERSAL	\$261.98
Bad Debt Non Collection	(\$1,093.69)
BAD DEBT PAYMENT REVERSAL	\$173.02
COL AG> ADJUSTMENT	(\$261.98)
INVOICE	\$58,112.22
Invoice Prior Period Reversals	(\$2,419.45)
Invoice Prior Periods	\$15,827.87
INVOICE REVERSAL	(\$1,589.37)
Medicare Discount	(\$252.72)
Negotiated Discount	(\$177.64)
Refunds Insurance	\$53.65
Refunds Patient	\$94.14
Write Off to Collections	(\$11,161.05)
Accounts Receivable Change	\$3,339.19

Total Balance Forward:	\$227,558.40
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