



## 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



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### 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
<b>Beginning Balance</b>	\$23,685.03	\$35,681.41	\$11,548.84	\$1,666.30	\$0.00	\$235,328.69	\$307,910.27
<b>Revenues</b>							
Interest	1.24	1.59	0.98				3.81
Medical Fees	38,586.42						38,586.42
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
<b>Total Revenues</b>	\$41,149.51	\$17,334.17	\$0.98	\$30.00	\$0.00	\$0.00	\$58,514.66
<b>Expenditures</b>							
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 Service Charges	35.00	29.70					64.70
Supplies		488.89					488.89
Licenses and Permits		60.00					60.00
<b>Total Expenditures</b>	\$25,573.37	\$17,401.55	\$0.00	\$0.00	\$0.00	\$0.00	\$42,974.92
<b>Ending Balance</b>	\$39,261.17	\$35,614.03	\$11,549.82	\$1,696.30	\$0.00	\$235,328.69	\$323,450.01
<b>TRANSFERS</b>	984.90	(984.90)	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	3,862.53	0.00	0.00	0.00	0.00	-1,546.93
<b>ACTUAL BALANCE @ MO END</b>	\$34,836.61	\$38,491.66	\$11,549.82	\$1,696.30	\$0.00	\$235,328.69	\$321,903.08

11/01/17

### Closing Balance

Transaction Date	10/1
Transaction Date	10/31
Company Code	Key Largo Volunteer Ambulance Corps

AR Previous Balance: \$222,711.03

	Qty	Amounts
Advanced Life Support Emergent	68	\$53,644.10
ALS 2 ER BASE RATE	4	\$4,247.50
Basic Life Support Emergent	18	\$13,878.12
<b>Charges</b>	<b>90</b>	<b>\$71,769.72</b>

#### Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT	(\$25,945.43)
2-WRITE OFF INS	(\$8,117.59)
BAD DEBT ADJ REVERSAL	\$243.78
Bad Debt Non Collection	(\$1,575.42)
BAD DEBT PAYMENT REVERSAL	\$2,024.50
DEBIT	\$564.71
INVOICE	\$56,993.89
Invoice Prior Periods	\$17,161.48
INVOICE REVERSAL	(\$2,385.65)
Write Off Patient	(\$1,708.37)
Write Off to Collections	(\$30,034.68)
<b>Accounts Receivable Change</b>	<b>\$7,221.22</b>

Total Balance Forward:

\$229,932.25

**Key Largo Volunteer Ambulance Corp., Inc.**  
**Payroll Transactions by Payee**  
 October 20, 2017

Date	Name	Num	Type	Memo	Account	Amount
<b>American Funds</b>						
10/20/2017	American Funds	ONLI...	Liability Check		Corp Account- 406	-152.26
Total American Funds						-152.26
<b>Form 941</b>						
10/20/2017	Form 941	EFTPS	Liability Check	59-1682537...	Billing Account-706	-4,124.08
Total Form 941						-4,124.08
<b>Arana, Jaime E</b>						
10/20/2017	Arana, Jaime E	10083	Paycheck		Billing Account-706	-959.79
Total Arana, Jaime E						-959.79
<b>Bock, Donald</b>						
10/20/2017	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-619.11
Total Bock, Donald						-619.11
<b>Castro, Luis R</b>						
10/20/2017	Castro, Luis R	DIRE...	Paycheck		Billing Account-706	-1,059.58
Total Castro, Luis R						-1,059.58
<b>Charafardin Jr., Raynier</b>						
10/20/2017	Charafardin Jr., ...	DIRE...	Paycheck		Billing Account-706	-1,012.13
Total Charafardin Jr., Raynier						-1,012.13
<b>Cruciger, David A</b>						
10/20/2017	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-792.48
Total Cruciger, David A						-792.48
<b>Elkoury, Elizabeth</b>						
10/20/2017	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,221.33
Total Elkoury, Elizabeth						-1,221.33
<b>Fell, Ronald J</b>						
10/20/2017	Fell, Ronald J	DIRE...	Paycheck		Billing Account-706	-509.17
Total Fell, Ronald J						-509.17
<b>Marin, Pedro L</b>						
10/20/2017	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-1,216.66
Total Marin, Pedro L						-1,216.66
<b>Pinzon, Oscar S</b>						
10/20/2017	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-329.46
Total Pinzon, Oscar S						-329.46
<b>Schusheim, Adam L</b>						
10/20/2017	Schusheim, Ada...	DIRE...	Paycheck		Billing Account-706	-912.79
Total Schusheim, Adam L						-912.79

10/18/17

Key Largo Volunteer Ambulance Corp., Inc.  
Payroll Transactions by Payee  
October 20, 2017

Date	Name	Num	Type	Memo	Account	Amount
	<b>Smith {transfer}, Cecilia</b>					
10/20/2017	Smith {transfer}, ...	DIRE...	Paycheck		Billing Account-706	-1,965.84
	Total Smith {transfer}, Cecilia					-1,965.84
<b>TOTAL</b>						<b>-14,874.68</b>

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

November 3, 2017

11/02/17

Date	Name	Num	Type	Memo	Account	Amount
<b>American Funds</b>						
11/03/2017	American Funds	ONLI...	Liability Check	DAVID CR...	Corp Account- 406	-106.17
Total American Funds						-106.17
<b>Form 941</b>						
11/03/2017	Form 941	EFTPS	Liability Check	59-1682537...	Billing Account-706	-4,010.74
Total Form 941						-4,010.74
<b>Arana, Jaime E</b>						
11/03/2017	Arana, Jaime E	10084	Paycheck		Billing Account-706	-632.92
Total Arana, Jaime E						-632.92
<b>Bock, Donald</b>						
11/03/2017	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-577.11
Total Bock, Donald						-577.11
<b>Castro, Luis R</b>						
11/03/2017	Castro, Luis R	DIRE...	Paycheck		Billing Account-706	-1,040.79
Total Castro, Luis R						-1,040.79
<b>Charafardin Jr., Raynier</b>						
11/03/2017	Charafardin Jr., ...	DIRE...	Paycheck		Billing Account-706	-1,018.06
Total Charafardin Jr., Raynier						-1,018.06
<b>Cruciger, David A</b>						
11/03/2017	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-532.58
Total Cruciger, David A						-532.58
<b>Downey, Katherine L</b>						
11/03/2017	Downey, Katherin...	DIRE...	Paycheck		Billing Account-706	-652.12
Total Downey, Katherine L						-652.12
<b>Elkoury, Elizabeth</b>						
11/03/2017	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,221.33
Total Elkoury, Elizabeth						-1,221.33
<b>Fell, Ronald J</b>						
11/03/2017	Fell, Ronald J	DIRE...	Paycheck		Billing Account-706	-463.91
Total Fell, Ronald J						-463.91
<b>Hubbs, Candice</b>						
11/03/2017	Hubbs, Candice	DIRE...	Paycheck		Billing Account-706	-878.23
Total Hubbs, Candice						-878.23
<b>Marin, Pedro L</b>						
11/03/2017	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-567.92
Total Marin, Pedro L						-567.92



11/02/17

Key Largo Volunteer Ambulance Corp., Inc.  
Payroll Transactions by Payee  
November 3, 2017

Date	Name	Num	Type	Memo	Account	Amount
<b>Pinzon, Oscar S</b>						
11/03/2017	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-625.92
Total Pinzon, Oscar S						-625.92
<b>Schusheim, Adam L</b>						
11/03/2017	Schusheim, Ada...	DIRE...	Paycheck		Billing Account-706	-587.92
Total Schusheim, Adam L						-587.92
<b>Smith {transfer}, Cecilia</b>						
11/03/2017	Smith {transfer}, ...	DIRE...	Paycheck		Billing Account-706	-1,839.14
Total Smith {transfer}, Cecilia						-1,839.14
<b>TOTAL</b>						<b>-14,754.86</b>