



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting October 11, 2016 Agenda

1. Call to Order
2. Announcements
3. Public Comment
4. Approval of Minutes
5. Treasurer's Report
6. Committee Reports
 - A. Christmas Party/Banquet Event Update
7. Legal Report
8. Membership Review
9. Old Business
 - A. Budget Update
 - B. Tax Return/990
 - C. Trauma District Funding Update
 - D. New Ambulance Update
 - E. Other Old Business
10. New Business
 - A. Nomination of Board Members
 - B. Social Media Policy
 - C. Department of Labor Investigation
 - D. Hurricane Matthew Update
 - E. Other New Business
11. Membership Discussion
12. Adjournment

Key Largo Volunteer Ambulance Corps, Inc.
Business Meeting
September 13, 2016

Board members in attendance were Dawn DeBrule, Ken Edge, Chris Jones, Tess Marra, Scott Robinson, and Jackie Silverman. District Board members Kay Cullen and George Mirabella 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. Presentations
 - A. Center State Bank Presentation
Center State Bank employees Bette Brown and Sharon Jones told members about a Center State Bank Heroes Program for first responders explaining there are special benefits for checking, savings, money market, etc. accounts with Center State Bank.
 - B. Tom McDonald Presentation
Mr. McDonald did not attend the meeting.
3. Announcements
 - September birthdays are Brenda Beckmann and Jim Lewanski.
4. Public Comment
No input.
5. Approval of Minutes
Dawn DeBrule, seconded by Ken Edge moved approval of the August 9, 2016 minutes. Motion carried.
6. Treasurer's Report
Tess Marra reported a balance of \$291,067.50 as of August 31, 2016. Ken Edge, seconded by Jackie Silverman moved approval of the treasurer's report. Motion carried.
7. Committee Reports
Chris Jones reported inquires have been made at Playa Largo and the Marriott for pricing for the Christmas/banquet/ party venue. Dawn DeBrule suggested the Pilot House. Dawn DeBrule, seconded by Chris Jones moved approval of either Playa Largo, the Marriott, or the Pilot House with each department paying for their respective members and the total amount not to exceed \$12,000. Motion carried.
8. Legal Report
No report.

9. Membership Review

A. Request for Reinstatement/James Factor

After discussion, Chris Jones, seconded by Tess Marra moved approval of James Factor's request to run as a volunteer.

Dawn DeBrule	No
Ken Edge	Yes
Chris Jones	Yes
Tess Marra	Yes
Jackie Silverman	Yes
Scott Robinson	No

B. Request for Leave of Absence/Jonathan Varela

Chris Jones, seconded by Ken edge moved approval of Jonathan Varela's request for a 6 month leave of absence. Motion carried.

Ken Edge seconded by Jackie Silverman moved approval of Ralph Calente's request to begin receiving reimbursement in October. Motion carried.

Chris Jones seconded by Ken Edge moved approval of David Garrido's request for a three month leave of absence. Motion carried.

Chris Jones seconded by Dawn DeBrule moved approval of Kristian Williams' request for a three month leave of absence. Motion carried.

10. Old Business

A. Budget Update

Scott Robinson reported that the District has not yet made cuts to the EMS budget.

B. Medical Director Discussion

Scott Robinson reported that Dr. Steed and Chief Bock have not yet met to discuss this issue. Oscar Pinzon reported that Dr. Steed will review the Handtevy process.

C. Other Old Business

None

11. New Business

A. EMS Policy Updates

This will be tabled until next month's meeting.

B. BOD Elections

President Robinson reported Seat 2 held by Scott Robinson, Seat 4 held by Pedro Marin, and Seat 6 held by Dawn DeBrule are open. Anyone interested in a board position should email Tess Marra for vetting.

C. Other New Business

None.

KLVAC Business Meeting
September 13, 2016

12. Membership Discussion

Thomas Mirabella suggested a timetable to resolve the medical director issue. Scott Robinson explained that Chief Bock is adamant that the process be conducted respectfully.

District Commissioner Kay Cullen reported that an emergency room nurse at Mariners Hospital reported that "KLVAC personnel have great personalities and really know their stuff".

13. Adjournment

Dawn DeBrule, seconded by Ken Edge moved adjournment. Motion carried. Meeting adjourned at 7:15pm.

Pamela Johnson
Recording Secretary



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KEY LARGO EMS TOTAL STATISTICS FOR SEPTEMBER 2016

TOTAL CALLS.....	112
TRANSPORTS.....	63
ALS.....	67
BLS.....	33
PEDI.....	4
CARDIAC AREST.....	0
TRAUMA ALERT.....	2
BACK-UP.....	10
PUBLIC ASSIST	5
CANCEL.....	6
ARRIVAL TIME	5.06
SCENE TIME	20.55



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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

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

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$8,215.54	\$36,273.93	\$11,538.27	\$2,133.14	\$0.00	\$232,906.62	\$291,067.50
<u>Revenues</u>							
Interest	0.33	1.74	1.01				3.08
Medical Fees	24,038.88						24,038.88
Medical Transcripts							0.00
KL Fire Rescue & EMS Reimb		21,132.21					21,132.21
Donations							0.00
Misc. Income - Supplies&Netflix							0.00
Educational Income							0.00
Uncollected Income/Adjustmts	-35,446.66						0.00
CD Interest							-35,446.66
Total Revenues	-\$11,407.45	\$21,133.95	\$1.01	\$0.00	\$0.00	\$0.00	\$9,727.51
<u>Expenditures</u>							
Training Classes							0.00
Medical Billing Refunds	120.24						120.24
Payroll Expenses	23,732.48	15,981.91					39,714.39
Postage & Delivery							0.00
Professional Fees	37.74	645.45					683.19
Background Checks							0.00
Internet Services							0.00
Bank Service Charges	35.00	28.60					63.60
Supplies							0.00
Equipment Rental		159.09					159.09
Total Expenditures	\$23,925.46	\$16,815.05	\$0.00	\$0.00	\$0.00	\$0.00	\$40,740.51
Ending Balance	-\$27,117.37	\$40,592.83	\$11,539.28	\$2,133.14	\$0.00	\$232,906.62	\$260,054.50
TRANSFERS	4,406.79	(4,406.79)	0.00		0.00		
Balance before Adjustment	(22,710.58)	36,186.04	11,539.28	2,133.14	0.00	232,906.62	260,054.50
Adjustment to arrive at Actual	32,003.73	2,846.52	0.00	0.00	0.00	0.00	34,850.25
ACTUAL BALANCE @ MO END	\$9,293.15	\$39,032.56	\$11,539.28	\$2,133.14	\$0.00	\$232,906.62	\$294,904.75

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
September 23, 2016

Date	Name	Num	Type	Memo	Account	Amount
American Funds						
09/23/2016	American Funds	ONLI...	Liability Check	DAVE CRUC...	Corp Account- 406	-232.43
Total American Funds						-232.43
Form 941						
09/23/2016	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-3,409.46
Total Form 941						-3,409.46
Arana, Jaime E						
09/23/2016	Arana, Jaime E	DIRE...	Paycheck		Billing Account-706	-632.55
Total Arana, Jaime E						-632.55
Barnes, Edwin A						
09/23/2016	Barnes, Edwin A	DIRE...	Paycheck		Billing Account-706	-560.56
Total Barnes, Edwin A						-560.56
Bock, Donald						
09/23/2016	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-619.11
Total Bock, Donald						-619.11
Campos, Luis A						
09/23/2016	Campos, Luis A	DIRE...	Paycheck		Billing Account-706	-306.28
Total Campos, Luis A						-306.28
Charafardin Jr., Raynier						
09/23/2016	Charafardin Jr., Ray...	DIRE...	Paycheck		Billing Account-706	-329.46
Total Charafardin Jr., Raynier						-329.46
Cruciger, David A						
09/23/2016	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-827.53
Total Cruciger, David A						-827.53
Elkoury, Elizabeth						
09/23/2016	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,171.32
Total Elkoury, Elizabeth						-1,171.32
Irizarry, Eugene						
09/23/2016	Irizarry, Eugene	DIRE...	Paycheck		Billing Account-706	-289.93
Total Irizarry, Eugene						-289.93
Jones, Christopher J						
09/23/2016	Jones, Christopher J	DIRE...	Paycheck		Billing Account-706	-242.89
Total Jones, Christopher J						-242.89
Lopez-Vasconez, Nicholas						
09/23/2016	Lopez-Vasconez, Ni...	DIRE...	Paycheck		Billing Account-706	-290.28
Total Lopez-Vasconez, Nicholas						-290.28
Marin, Pedro L						
09/23/2016	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-910.07
Total Marin, Pedro L						-910.07
Pinzon, Oscar S						
09/23/2016	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-1,232.62
Total Pinzon, Oscar S						-1,232.62
Schusheim, Adam L						
09/23/2016	Schusheim, Adam L	DIRE...	Paycheck		Billing Account-706	-869.59
Total Schusheim, Adam L						-869.59
Smith (transfer), Cecilia						
09/23/2016	Smith (transfer), Ce...	DIRE...	Paycheck		Billing Account-706	-1,407.73
Total Smith (transfer), Cecilia						-1,407.73
TOTAL						-13,331.81

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
 October 7, 2016

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Date	Name	Num	Type	Memo	Account	Amount
American Funds						
10/07/2016	American Funds	ONLI...	Liability Check	DAVE CRUC...	Corp Account- 406	-232.43
Total American Funds						-232.43
Form 941						
10/07/2016	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-3,898.86
Total Form 941						-3,898.86
Arana, Jaime E						
10/07/2016	Arana, Jaime E	DIRE...	Paycheck		Billing Account-706	-342.64
Total Arana, Jaime E						-342.64
Barnes, Edwin A						
10/07/2016	Barnes, Edwin A	DIRE...	Paycheck		Billing Account-706	-1,261.12
Total Barnes, Edwin A						-1,261.12
Bock, Donald						
10/07/2016	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-632.78
Total Bock, Donald						-632.78
Charafardin Jr., Raynier						
10/07/2016	Charafardin Jr., Ray...	DIRE...	Paycheck		Billing Account-706	-316.28
Total Charafardin Jr., Raynier						-316.28
Cruciger, David A						
10/07/2016	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-827.53
Total Cruciger, David A						-827.53
Elkoury, Elizabeth						
10/07/2016	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,171.31
Total Elkoury, Elizabeth						-1,171.31
Jones, Christopher J						
10/07/2016	Jones, Christopher J	DIRE...	Paycheck		Billing Account-706	-242.89
Total Jones, Christopher J						-242.89
Lopez-Vasconez, Nicholas						
10/07/2016	Lopez-Vasconez, Ni...	DIRE...	Paycheck		Billing Account-706	-594.09
Total Lopez-Vasconez, Nicholas						-594.09
Marin, Pedro L						
10/07/2016	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-1,026.45
Total Marin, Pedro L						-1,026.45
Pinzon, Oscar S						
10/07/2016	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-923.59
Total Pinzon, Oscar S						-923.59
Schussheim, Adam L						
10/07/2016	Schussheim, Adam L	DIRE...	Paycheck		Billing Account-706	-560.56
Total Schussheim, Adam L						-560.56
Smith {transfer}, Cecilia						
10/07/2016	Smith {transfer}, Ce...	DIRE...	Paycheck		Billing Account-706	-2,155.45
Total Smith {transfer}, Cecilia						-2,155.45
TOTAL						-14,185.98

Closing Balance

Transaction Date	9/1
Transaction Date	9/30
Company Code	Key Largo Volunteer Ambulance Corps

AR Previous Balance: \$20,106.64

	Qty	Amounts
Advanced Life Support Emergent	49	\$34,373.54
Basic Life Support Emergent	24	\$15,871.22
Charges	73	\$50,244.76

Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT	(\$20,934.23)
2-WRITE OFF INS	(\$6,447.52)
Bad Debt Non Collection	(\$1,117.91)
BAD DEBT PAYMENT REVERSAL	\$437.18
INVOICE	\$38,427.56
Invoice Prior Periods	\$11,817.20
Write Off Patient	(\$956.24)
Write Off to Collections	(\$52,804.43)
Accounts Receivable Change	(\$31,578.39)

Total Balance Forward:	\$172,486.25
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