



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting June 12, 2018 Agenda

1. Call to Order
2. Approval of Agenda
3. Announcement
4. Public Comment
5. Approval of Minutes
6. Treasurer's Report
7. Committee Reports
8. Legal Report
9. Membership Review
 - A. Requests for Reimbursement
10. Old Business
 - A. Ambulance Back In Service
 - B. Other Old Business
11. New Business
 - A. Budget
 - B. Hurricane Operations Policy
 - C. State EMS Inspection/June 18
 - D. Other New Business
12. Membership Discussion
13. Adjournment



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Business Meeting May 8, 2018

Board members in attendance were Brenda Beckmann, Dawn DeBrule, Ken Edge, Scott Robinson, and Tess Marra. A quorum was present. Chief Don Bock was also in attendance. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 6:30pm by President Scott Robinson.
2. Approval of Agenda
Dawn DeBrule, seconded by Ken Edge, moved approval of the agenda. Motion carried.
3. Announcements
There will be paramedic and volunteer testing on June 2, 2018 at 9am.
Brenda Beckmann reported that the American Heart Association now requires that CPR cards be obtained on line after completion of the class. Tess Marra will send an email to inform personnel of this change.
4. Public Comment
No public comment.
5. Approval of Minutes
Dawn DeBrule, seconded by Tess Marra, moved approval of the March 13, 2018 minutes. Motion carried.
6. Treasurer's Report
Tess Marra reported a balance of \$299,488.56 as of April 30, 2018. Ken Edge, seconded by Dawn DeBrule moved approval of the treasurer's report. Motion carried.
7. Committee Reports
None.
8. Legal Report
None
9. Membership Review
 - A. Requests for Reimbursement
There were no requests for reimbursement.



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KLVAC Business Meeting May 8, 2018

B. Nicholas Martin/6 Month Leave of Absence Request

Dawn DeBrule, seconded by Ken Edge moved approval of Nicholas Martin's request for a 6 month leave of absence. Motion carried. Tess Marra will contact him to request that he return any equipment in his possession.

10. Old Business

A. Leave of Absence Policy

Dawn DeBrule, seconded by Ken Edge moved approval of the Leave of Absence Policy with the stipulation that personnel must turn in any equipment in their possession at the time of their requested leave.

B. Other Old Business

No other old business.

11. New Business

A. Other New Business

No other new business.

12. Membership Discussion

There will be a paramedic meeting on Friday, May 4.

Chief Bock explained that there are plans to begin checking on patients who may live in situations that require some follow up.

13. Adjournment

There being no further business, Ken Edge seconded by Dawn DeBrule moved adjournment. Motion carried. Meeting adjourned at 6:50pm.

Pamela Andersen
Recording Secretary

5/31/18

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

June 1, 2018

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
American Funds						
06/01/2018	American Funds	ONLI...	Liability Check	DAVID CR...	Corp Account- 406	-104.53
Total American Funds						-104.53
Form 941						
06/01/2018	Form 941	EFTPS	Liability Check	59-1682537...	Billing Account-706	-3,611.52
Total Form 941						-3,611.52
Bock, Donald						
06/01/2018	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-680.13
Total Bock, Donald						-680.13
Castro, Luis R						
06/01/2018	Castro, Luis R	DIRE...	Paycheck		Billing Account-706	-692.63
Total Castro, Luis R						-692.63
Cruciger, David A						
06/01/2018	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-534.17
Total Cruciger, David A						-534.17
Elkoury, Elizabeth						
06/01/2018	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,277.32
Total Elkoury, Elizabeth						-1,277.32
Hubbs, Candice						
06/01/2018	Hubbs, Candice	DIRE...	Paycheck		Billing Account-706	-1,648.56
Total Hubbs, Candice						-1,648.56
Marin, Pedro L						
06/01/2018	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-1,042.17
Total Marin, Pedro L						-1,042.17
Miranda, Jesus A						
06/01/2018	Miranda, Jesus A	DIRE...	Paycheck		Billing Account-706	-661.63
Total Miranda, Jesus A						-661.63
Oporta, Ozzie						
06/01/2018	Oporta, Ozzie	DIRE...	Paycheck		Billing Account-706	-1,242.10
Total Oporta, Ozzie						-1,242.10
Perez, Roxana M						
06/01/2018	Perez, Roxana M	DIRE...	Paycheck		Billing Account-706	-1,351.00
Total Perez, Roxana M						-1,351.00
Pinzon, Oscar S						
06/01/2018	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-636.92
Total Pinzon, Oscar S						-636.92

05/31/18

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

June 1, 2018

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
06/01/2018	Schussheim, Ada...	DIRE...	Paycheck		Billing Account-706	-940.79
Total Schussheim, Adam L						-940.79
TOTAL						-14,423.47

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

May 18, 2018

Date	Name	Num	Type	Memo	Account	Amount
American Funds						
05/18/2018	American Funds	ONLI...	Liability Check	DAVID CR...	Corp Account- 406	-162.14
Total American Funds						-162.14
Form 941						
05/18/2018	Form 941	EFTPS	Liability Check	59-1682537...	Billing Account-706	-4,152.49
Total Form 941						-4,152.49
Bock, Donald						
05/18/2018	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-709.45
Total Bock, Donald						-709.45
Castro, Luis R						
05/18/2018	Castro, Luis R	DIRE...	Paycheck		Billing Account-706	-415.57
Total Castro, Luis R						-415.57
Cruciger, David A						
05/18/2018	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-859.07
Total Cruciger, David A						-859.07
Elkoury, Elizabeth						
05/18/2018	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,277.33
Total Elkoury, Elizabeth						-1,277.33
Fell, Ronald J						
05/18/2018	Fell, Ronald J	DIRE...	Paycheck		Billing Account-706	-563.45
Total Fell, Ronald J						-563.45
Hubbs, Candice						
05/18/2018	Hubbs, Candice	DIRE...	Paycheck		Billing Account-706	-1,332.00
Total Hubbs, Candice						-1,332.00
Marin, Pedro L						
05/18/2018	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-755.47
Total Marin, Pedro L						-755.47
Miranda, Jesus A						
05/18/2018	Miranda, Jesus A	DIRE...	Paycheck		Billing Account-706	-1,845.24
Total Miranda, Jesus A						-1,845.24
Oporta, Ozzie						
05/18/2018	Oporta, Ozzie	DIRE...	Paycheck		Billing Account-706	-940.79
Total Oporta, Ozzie						-940.79
Perez, Roxana M						
05/18/2018	Perez, Roxana M	DIRE...	Paycheck		Billing Account-706	-760.22
Total Perez, Roxana M						-760.22

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

May 18, 2018

Date	Name	Num	Type	Memo	Account	Amount
Pinzon, Oscar S						
05/18/2018	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-636.92
Total Pinzon, Oscar S						-636.92
Schusheim, Adam L						
05/18/2018	Schusheim, Ada...	DIRE...	Paycheck		Billing Account-706	-1,664.35
Total Schusheim, Adam L						-1,664.35
TOTAL						-16,074.49

**Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
May 2018**

	Billing Account	Corp Account	Building Account	CPR Account	Certificates of Deposit	Centennial Bank	Total
Beginning Balance	\$33,350.39	\$17,556.69	\$11,557.47	\$1,295.32	\$235,328.69	\$400.00	\$299,488.56
<u>Revenues</u>							
Interest	1.34	0.78	0.98			0.08	3.18
Medical Fees	26,668.08						26,668.08
Medical Transcripts		8.00					8.00
KL Fire Rescue & EMS Reimb	1,007.86	14,121.36					15,129.22
Donations							0.00
Educational Income							0.00
Uncollected Income/Adjustmts	-19,154.60						-19,154.60
Misc Income							0.00
Total Revenues	\$8,522.68	\$14,130.14	\$0.98	\$0.00	\$0.00	\$0.08	\$22,653.88
<u>Expenditures</u>							
Awards, Banquet, Plaques, etc		230.95					230.95
Medical Billing Refunds							0.00
Payroll Expenses	26,353.62	16,664.79					43,018.41
Dues & Memberships							0.00
Professional Fees	1,151.84						1,151.84
Miscellaneous		22.40					22.40
Advertising		442.44					442.44
Bank Service Charges	35.00	30.30					65.30
Supplies		24.69					24.69
Licenses & Permits							0.00
Total Expenditures	\$27,540.46	\$17,415.57	\$0.00	\$0.00	\$0.00		\$44,956.03
Ending Balance	\$14,332.61	\$14,271.26	\$11,558.45	\$1,295.32	\$235,328.69	\$400.08	\$277,186.41
TRANSFERS	1,975.56	(1,975.56)	0.00	0.00	\$0.00		
Balance before Adjustment	16,308.17	12,295.70	11,558.45	1,295.32	235,328.69		276,786.33
Adjustment to arrive at Actual	14,847.24	4,324.22	0.00	0.00	0.00		19,171.46
ACTUAL BALANCE @ MO END	\$31,155.41	\$16,619.92	\$11,558.45	\$1,295.32	\$235,328.69	\$400.08	\$296,357.87

Transaction Date	5/1
Transaction Date	5/31
Company Code	Key Largo Volunteer Ambulance Corps

AR Previous Balance: \$202,641.48

	Qty	Amounts
Advanced Life Support Emergent	39	\$31,105.63
ALS 2 ER BASE RATE	1	\$977.36
Basic Life Support Emergent	12	\$8,876.40
Charges	52	\$40,959.39

Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT	(\$28,234.39)
2-WRITE OFF INS	(\$12,314.17)
BAD DEBT	(\$300.00)
BAD DEBT ADJ REVERSAL	\$125.00
Bad Debt Non Collection	(\$1,726.46)
BAD DEBT PAYMENT REVERSAL	\$110.24
COL AG> ADJUSTMENT	(\$125.00)
INVOICE	\$30,304.73
Invoice Prior Periods	\$13,051.57
INVOICE REVERSAL	(\$2,396.91)
Negotiated Discount	(\$114.34)
Write Off Patient	(\$732.32)
Write Off to Collections	(\$17,403.84)
Accounts Receivable Change	(\$19,755.89)

Total Balance Forward:	\$182,885.59
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