



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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Key Largo Volunteer Ambulance Corps Special Board Meeting March 25, 2011

Board members in attendance were Russ Cullen, Ronnie Fell, Jackie Harder, Edwin Linares, Tess Marra, and Scott Robinson. A quorum was present. Also in attendance were Chief Donald Bock, KLVAC attorney, Jack Bridges, District Commissioner Mike Edgerton and District attorney, Theron Simmons.

1. Call to Order

Meeting was called to order at 6:30pm by President, Ronnie Fell.

The board met to discuss additional changes to the contract prepared by Jack Bridges following the March 21, 2011 District meeting. The results are as follows.

Section 2 Termination Russ moved to accept the addition of the following clause in paragraph 4: "The Ambulance Corps reserves the right to elect to utilize the terms of the termination clause that is negotiated between the District and the Key Largo Volunteer Fire Department. Should the Ambulance Corps make such election, the Ambulance Corps shall provide the District such notice in writing within thirty days of the contract between Key Largo Volunteer Fire Department and the District going into effect". Edwin Linares seconded. Motion passed with Jackie Harder opposing.

Section 5 Ambulance Corps and By-Laws

Paragraph 2 Jackie Harder moved to add, at the end of the paragraph, the following: "The Ambulance Corps shall not change its organizational structure in a manner that has a significant fiscal impact on the district without first obtaining the district's permission". Russ Cullen seconded. Motion passed unanimously.

Section 7.1 Administrative Rules

Jackie Harder motioned to approve second sentence of paragraph one (1)," At least two (2) weeks prior to any Administrative Rules going into effect, the Ambulance Corps shall present such proposed rules to the District and shall solicit the District's advice and comments. In adopting the Administrative Rules, the Ambulance Corps shall give significant weight and consideration to the District's advice and comments." Tess Marra seconded. Motion passed unanimously.

Section 7.2 Standard Operating Guidelines ("SOGs")

Jackie Harder motioned to accept recommendations of attorney as written. Tess Marra seconded. After discussion Jackie moved to amend the motion to strike "Administrative Rules" and replace with "SOGs" with wording as follows: "At least two (2) weeks prior to any SOG's going into effect, the Ambulance Corps shall present such proposed SOG's to the District and shall solicit the District's advice and comments. In adopting the SOG's, the Ambulance Corps shall give significant weight and consideration to the District's advice and comments." Russ Cullen seconded. Motion passed with Scott Robinson voting no. Reference the two (2) week time frame, KLVAC will accept thirty (30) days, but would prefer two (2) weeks.

Section 8 Personnel

In Reference to creating a new full or part time position, Russ Cullen moved to give Jack authority to amend wording appropriately. Jackie Harder seconded. Motion passed unanimously.

Section 10 Discipline

Add that KLVAC will notify the District of any disciplinary action involving suspension or termination. Jackie Harder moved to accept; Russ Cullen seconded. Motion passed unanimously.

Section 11 Debriefing Section 11 has been removed by District. Tess Marra moved to approve removal of Section 11; Jackie Harder seconded. Motion passed unanimously.

Section 19 Maintenance of Ambulance Corps History

Amended to require KLVAC to post their annual report on the Ambulance Corps' website. Russ Cullen motioned to approve. Jackie Harder seconded. Motion passed unanimously.

Section 21 Public Complaints

Wording amended to read: "The Ambulance Corps shall immediately provide the District with a written description of any complaints received from the public upon receipt of such complaints." In the next sentence, strike the work "immediately" and replace with the word "promptly". Jackie Harder motioned to approve. Russ Cullen seconded. Motion passed unanimously.

Section 25 BUDGET REQUEST AND AGREEMENT

Add the words "reasonable stipend." (6 lines down) Jackie Harder moved to accept; Edwin Linares seconded. Motion passed unanimously.

There being no further business, Jackie Harder moved to adjourn. Russ Cullen seconded. Motion passed unanimously.

Meeting adjourned at 8:06 pm.

Pamela Johnson
Recording Secretary

**Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
March 2011**

| | Billing Account | Corp Account | Building Account | CPR Account | Cunningham Scholarship | Certificates of Deposit | Total |
|--------------------------------|-----------------|--------------|------------------|-------------|------------------------|-------------------------|--------------|
| Beginning Balance | \$182,966.28 | -\$6,906.83 | \$20,963.71 | \$480.42 | \$3,064.97 | \$247,107.13 | \$447,675.68 |
| <u>Revenues</u> | | | | | | | |
| Interest | | 0.89 | | 3.15 | | | 8.89 |
| Medical Fees | | 20,620.58 | | 4.85 | | | 20,620.58 |
| Medical Transcripts | | | 0.00 | | | | 0.00 |
| KL Fire Rescue & EMS Reimb | | | 11,730.00 | | | | 11,730.00 |
| Donations | | | 0.00 | 0.00 | | | 0.00 |
| Misc. Income (Movie Product.) | | | | 0.00 | | | 0.00 |
| Educational Income | | | | 0.00 | | | 0.00 |
| Uncollected Income | | 0.00 | | | | | 0.00 |
| Total Revenues | \$20,621.47 | \$11,733.15 | \$4.85 | \$0.00 | \$0.00 | \$0.00 | \$32,359.47 |
| <u>Expenditures</u> | | | | | | | |
| Awards, Banquet, Plaques | 0.00 | 530.00 | 0.00 | | | | 530.00 |
| Licenses and Permits | 0.00 | 0.00 | | | | | 0.00 |
| Medical Billing Refunds | 0.00 | 0.00 | | | | | 0.00 |
| Payroll Expenses | 21,655.23 | 12,767.67 | | | | | 34,422.90 |
| Uncollected Accts -Collections | 0.00 | 0.00 | | | | | 0.00 |
| Professional Fees | 1,501.20 | 1,967.00 | | | | | 3,468.20 |
| Postage and Delivery | | 17.75 | | | | | 17.75 |
| Dues & Memberships | 0.00 | 5.00 | | | | | 5.00 |
| Repairs | 0.00 | 0.00 | | | | | 0.00 |
| Supplies | 0.00 | 170.77 | | 0.00 | | | 170.77 |
| Total Expenditures | \$23,156.43 | \$15,458.19 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 38,614.62 |
| Ending Balance | \$180,431.32 | -\$10,631.87 | \$20,968.56 | \$480.42 | \$3,064.97 | \$247,107.13 | \$441,420.53 |

4:48 AM
03/17/11

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
March 18, 2011

| Date | Name | Num | Type | Memo | Account | Amount |
|----------------------------------|-------------------------|-----------|-----------------|----------------|-----------------|-------------------|
| Form 941 | | | | | | |
| 3/18/2011 | Form 941 | EFTPS | Liability Check | 59-1682537 ... | Billing Account | -2,765.78 |
| Total Form 941 | | | | | | -2,765.78 |
| Bello, Jacquelyn | | | | | | |
| 3/18/2011 | Bello, Jacquelyn | 9583 | Paycheck | | Billing Account | -547.19 |
| Total Bello, Jacquelyn | | | | | | -547.19 |
| Bello, Leonardo | | | | | | |
| 3/18/2011 | Bello, Leonardo | 9584 | Paycheck | | Billing Account | -275.03 |
| Total Bello, Leonardo | | | | | | -275.03 |
| Bock, Donald | | | | | | |
| 3/18/2011 | Bock, Donald | Direct... | Paycheck | | Billing Account | -573.35 |
| Total Bock, Donald | | | | | | -573.35 |
| Cruciger, David A | | | | | | |
| 3/18/2011 | Cruciger, David A | Direct... | Paycheck | | Billing Account | -286.35 |
| Total Cruciger, David A | | | | | | -286.35 |
| Faktor, James W | | | | | | |
| 3/18/2011 | Faktor, James W | 9585 | Paycheck | | Billing Account | -309.42 |
| Total Faktor, James W | | | | | | -309.42 |
| Fell, Ronald J | | | | | | |
| 3/18/2011 | Fell, Ronald J | 9586 | Paycheck | | Billing Account | -1,091.92 |
| Total Fell, Ronald J | | | | | | -1,091.92 |
| Fernandez, Daniel L | | | | | | |
| 3/18/2011 | Fernandez, Daniel L | Direct... | Paycheck | | Billing Account | -286.35 |
| Total Fernandez, Daniel L | | | | | | -286.35 |
| Jones, Franky R. | | | | | | |
| 3/18/2011 | Jones, Franky R. | 9587 | Paycheck | | Billing Account | -1,577.40 |
| Total Jones, Franky R. | | | | | | -1,577.40 |
| Linares, Edwin A | | | | | | |
| 3/18/2011 | Linares, Edwin A | Direct... | Paycheck | | Billing Account | -435.00 |
| Total Linares, Edwin A | | | | | | -435.00 |
| Mesa, Eduardo A | | | | | | |
| 3/18/2011 | Mesa, Eduardo A | Direct... | Paycheck | | Billing Account | -858.65 |
| Total Mesa, Eduardo A | | | | | | -858.65 |
| Smith {transfer}, Cecilia | | | | | | |
| 3/18/2011 | Smith {transfer}, Ce... | Direct... | Paycheck | | Billing Account | -1,239.76 |
| Total Smith {transfer}, Cecilia | | | | | | -1,239.76 |
| Teems, Curtis D | | | | | | |
| 3/18/2011 | Teems, Curtis D | Direct... | Paycheck | | Billing Account | -717.84 |
| Total Teems, Curtis D | | | | | | -717.84 |
| TOTAL | | | | | | -10,964.04 |

Key Largo EMS

Overtime Justifications for weeks ending 03/05/10 & 03/12/11

| | | |
|---------|-----------|--|
| R Fell | 23 hours | OT for scheduled days (two 24 hour shifts = 8 hours OT) & in early (7am) twice each week, left early one day (5am), held over twice (11am for Curtis and 10am for Curtis). Thus 54 hours OT first week and 9 hours OT second week. |
| F Jones | 21 hours | OT for scheduled days (two 24 hour shifts = 8 hours OT) and held over for Edwin (11am) one day. Thus 8 hours first week and 13 hours second week. |
| E Mesa | 10 hours | OT for scheduled days (two 24 hour shifts = 8 hours OT) on second week and came in early for Curtis and Don leaving early (6am). Thus total of 10 hours OT for second week. |
| C Smith | 11 hours | OT for scheduled days (two sets of 24 hour shifts per week) and left early (5:30am) one day each week. Thus total of 5.5 hours OT each week. |
| C Teems | 2.5 hours | Covered extra shift first week and came in late (10:00am) one day and left early (6am and 6:30am) second week. Thus total of 2.5 hours OT. |

Key Largo EMS

Overtime Justifications for weeks ending 03/19/10 & 03/26/11

| | | |
|-----------|-------------|---|
| R Fell | 19.75 hours | OT for scheduled days (two 24 hour shifts = 8 hours OT) & in early (6:30am CeCe & Edwin), left early one day (5am) first week; in early (5:30 Edwin & CeCe) and held over (9:45am for Don) second week. Thus 6.5 hours OT first week and 13.25 hours OT second week. |
| F Jones | 16 hours | OT for scheduled days (two 24 hour shifts = 8 hours OT). Thus 8 hours first week and 8 hours second week. |
| E Linares | 5 hours | OT for scheduled days (two 24 hour shifts = 8 hours) and left early (5am) second week = 5 hour OT for second week. |
| E Mesa | 29 hours | OT for scheduled days (two 24 hour shifts = 8 hours OT) and came in early for CeCe & Edwin leaving early (5am) and covered half shift (12 hours) for Danny on WC first week. Regular scheduled day plus shift Jacque was unable to work second week. Thus total of 21 hours for first week and 8 hours OT on second week. |
| C Smith | 11.5 hours | OT for scheduled days (two sets of 24 hour shifts per week) and left early (5:30am) one day each week and in early (730) one day on second week. Thus total of 5.5 first week and 6 hours OT second week. |
| C Teems | 29 hours | Worked extra shift first week and covered half shift (12 hours) for Danny on WC first week; covered shift Leo was unable to work second week and one hour to drive Larry to Palmetto Ford to pick up 75 second week. Thus 20 hours OT first week and 9 hours OT second week. |

3:35 AM
03/30/11

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
April 1, 2011

| Date | Name | Num | Type | Memo | Account | Amount |
|----------------------------------|-------------------------|-----------|-----------------|-----------------|-----------------|-------------------|
| Form 941 | | | | | | |
| 4/1/2011 | Form 941 | EFTPS | Liability Check | 59-1682537 -... | Billing Account | -3,010.84 |
| Total Form 941 | | | | | | -3,010.84 |
| Bock, Donald | | | | | | |
| 4/1/2011 | Bock, Donald | Direct... | Paycheck | | Billing Account | -599.97 |
| Total Bock, Donald | | | | | | -599.97 |
| Cruciger, David A | | | | | | |
| 4/1/2011 | Cruciger, David A | Direct... | Paycheck | | Billing Account | -286.36 |
| Total Cruciger, David A | | | | | | -286.36 |
| Faktor, James W | | | | | | |
| 4/1/2011 | Faktor, James W | 9590 | Paycheck | | Billing Account | -300.03 |
| Total Faktor, James W | | | | | | -300.03 |
| Fell, Ronald J | | | | | | |
| 4/1/2011 | Fell, Ronald J | 9588 | Paycheck | | Billing Account | -1,045.41 |
| Total Fell, Ronald J | | | | | | -1,045.41 |
| Jones, Franky R. | | | | | | |
| 4/1/2011 | Jones, Franky R. | 9589 | Paycheck | | Billing Account | -1,484.79 |
| Total Jones, Franky R. | | | | | | -1,484.79 |
| Linares, Edwin A | | | | | | |
| 4/1/2011 | Linares, Edwin A | Direct... | Paycheck | | Billing Account | -692.99 |
| Total Linares, Edwin A | | | | | | -692.99 |
| Mesa, Eduardo A | | | | | | |
| 4/1/2011 | Mesa, Eduardo A | Direct... | Paycheck | | Billing Account | -1,304.06 |
| Total Mesa, Eduardo A | | | | | | -1,304.06 |
| Smith (transfer), Cecilia | | | | | | |
| 4/1/2011 | Smith (transfer), Ce... | Direct... | Paycheck | | Billing Account | -1,248.09 |
| Total Smith (transfer), Cecilia | | | | | | -1,248.09 |
| Teems, Curtis D | | | | | | |
| 4/1/2011 | Teems, Curtis D | Direct... | Paycheck | | Billing Account | -1,340.06 |
| Total Teems, Curtis D | | | | | | -1,340.06 |
| TOTAL | | | | | | -11,312.60 |

KEY LARGO STATISTICAL REPORT - MARCH 2011

| Paramedic Payroll | For the Month | | | For the Fiscal Year | | |
|-------------------|---------------------|---------------------|----------------------|----------------------|----------------------|-----------------------|
| | Actual | Budgeted | Variance | Actual | Budgeted | Variance |
| Regular | \$ 16,805.31 | \$ 20,287.46 | \$ (3,482.15) | \$ 260,774.73 | \$ 303,686.41 | \$ (42,911.68) |
| Overtime | \$ 3,888.83 | \$ 3,076.92 | \$ 811.91 | \$ 46,677.00 | \$ 43,077.60 | \$ 1,835.87 |
| Total | \$ 20,694.14 | \$ 23,364.38 | \$ (2,670.24) | \$ 303,686.41 | \$ 346,764.01 | \$ (43,077.60) |

| Run Statistics | Mar-11 | | Mar-10 | | TOTAL 2011 | | TOTAL 2010 | |
|--------------------------|--------|------|--------|-----|------------|--|------------|--|
| | | | | | | | | |
| Total Runs | 137 | 110 | 365 | 291 | | | | |
| Transports | 66 | 63 | 178 | 166 | | | | |
| ALS Calls | 63 | 49 | 159 | 128 | | | | |
| Trauma Alerts | 2 | 2 | 4 | 4 | | | | |
| Cardiac Arrests | 1 | 3 | 3 | 6 | | | | |
| Interfacility Transports | 0 | 0 | 0 | 0 | | | | |
| Back-up Calls | 26 | 15 | 56 | 36 | | | | |
| Public Assists | 14 | 6 | 30 | 17 | | | | |
| Pediatric Calls | 5 | 2 | 12 | 7 | | | | |
| Enroute - Arrival Time | 4.3 | 4.4 | | | | | | |
| Scene Time | 17.5 | 17.9 | | | | | | |