



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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## Key Largo Volunteer Ambulance Corps Business Meeting Minutes June 14, 2011

Board members in attendance were Russ Cullen, Jackie Harder, Tess Marra, Scott Robinson and Linda Lee Sawart. A quorum was present. Also in attendance was Jack Bridges, Corps attorney, and Chief Donald Bock. Membership attendance is reflected in the monthly attendance roster.

### 1. Call to Order

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

### 2. Announcements

- Birthday for the month of June is Jacque Bello.
- Charlie Sommers has passed the paramedic class.
- Thank you to George Mirabella for stripping and waxing the floors upstairs.
- Chief Bock has prepared a hurricane questionnaire. Please fill out and return to him.
- Please see Ronnie Fell for July 4<sup>th</sup> parade plans.

### 3. Approval of Minutes

Russ Cullen motioned to approve the April 12, 2011 and May 10, 2011 minutes. Linda Lee Sawart seconded. Motion passed unanimously.

### 4. Treasurer's Report

Jackie Harder motioned to approve the treasurer's report. Russ Cullen seconded. Motion passed unanimously.

### 5. Committee Reports

Committee reports are available for viewing in the KLVAC office.

### 6. Legal Report

Jack Bridges reported that a letter was sent to the District to facilitate establishing precedent regarding boundaries for the District Administrator. In part the letter states that the Administrator's job is to inspect public records and public property. Access is permitted to public areas of the building only. Chief Bock reported that he gave the District Administrator permission to set up a work area in the KVLAC day room.

### 7. Membership Review

Jackie Harder motioned to terminate the following members to whom letters of suspension had been sent and no response was received: Oneilio Baez, Miquel Clero, Paul Doan, Aimee Faries, Georgina Johnson, Jeremiah Lamm, Stanley Linder, Juan Martinez, Diana McCune, Abraham Morales, Nell Steed. Linda Lee Sawart seconded. Motion passed unanimously.

There was discussion reference two members, Myles Kittelson and Edward Bonilla, who submitted letters petitioning to retain membership. Jackie Harder motioned to deny Myles Kittelson's appeal to retain membership in the corps. Russ Cullen seconded. Motion passed unanimously.

Russ Cullen motioned to deny Edward Bonilla's appeal to retain membership in the corps. Jackie Harder seconded. Motion passed unanimously.

Chief Bock will send a letter to Myles and Edward informing them of the board's decision to terminate their membership.

A review of membership attendance/shifts run indicated that Lazaro Chao has not fulfilled the requirements for membership. Russ Cullen motioned to send a letter of suspension to Lazara Chao. Jackie Harder seconded. Motion passed unanimously.

8. Old Business

A. Truck Update

Med 75 is back from Palmetto Ford. To date it is not leaking oil.

The new truck should be here in early August. Jackie Harder suggested a picture be put in the paper when it arrives.

9. New Business

A. Discussion of Meeting Time Change to 7:00pm

Ronnie Fell will conduct a poll to see if members wish to change the training meeting time to 7:00pm.

B. Community Donation Letter

Jack Bridges will craft a letter to be sent to the community for donations.

C. 2011-2012 Budget Discussion

Chief Bock presented a preliminary budget to the District. Russ Cullen motioned to include in the budget a request for a backup generator for the crew quarters and new sliding glass doors for the classroom. Jackie Harder seconded. Motion passed unanimously.

D. Drug Policy

Chief Bock made a few changes to the already approved Drug Policy. All changes were reviewed by board members. Russ Cullen motioned to approve the changes. Jackie Harder seconded. Motion passed unanimously.

10. Membership Discussion

Russ Cullen noted he will not be here to attend the July meeting. Jackie Harder motioned to excuse him from the meeting. Tess Marra seconded. Motion passed unanimously.

Scott Robinson noted that the District has approved funding for an Employee Assistance Program (EAP). This program provides professional assistance for issues such as marital, legal, financial, emotional or substance abuse problems.

It was noted that there will be an event sponsored by Summersplash.us on June 17, 18, and 19 at Rowell's Marina. KLVAC will station an ambulance there. Please check with George Mirabella to sign up for extra paid duty.

11. Adjournment

Motion was made by Russ Cullen and seconded by Jackie Harder to adjourn. Motion carried unanimously.

Meeting adjourned at 8:10pm.

Pamela Johnson  
Recording Secretary

## **Chief's Report – July 12, 2011**

Roy Khanna is still working on Rescue 75 (the unit with the oil leak) so we have not put it in service yet to verify that the oil leak has been fixed or not. Roy should be done before the end of the month.

The "Summer Splash" DJ / Rave Event at Rowell's Marina was not a success. The promoters expected three to five thousand people, but only a couple of hundred showed. Thus, there was no impact to the Key Largo area from the event. It did however make everyone aware of the need to coordinate with the multiple agencies at the planning stages when the permit is applied for. There is a meeting scheduled for Monday July 11 to discuss the upcoming KL Food and Wine event with all the different agencies and to discuss any concerns related to the Summer Splash that were discovered.

We received a quote for the emergency generator to power the crew quarters (\$20,000). The second District Budget review meeting will be held on Monday July 11. I advised the District's Finance Dept. that the KL EMS Board will be deciding on the emergency generator at the Board meeting. I will have a better idea on what the District is requiring from the KL EMS Budget after the (District) meeting.

I asked the paid paramedics for input for items to discuss at the upcoming Paramedic Meeting. I have not received any replies to date. Hopefully the medics will be open with their views during the meeting so we can handle any items of concern.

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

June 2011

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
<b>Beginning Balance</b>	\$200,754.26	-\$17,325.33	\$20,970.46	\$901.62	\$3,064.97	\$226,762.29	\$435,023.27
<u>Revenues</u>							
Interest		6.07					11.08
Medical Fees		14,243.01					14,243.01
Medical Transcripts					24.00		24.00
KL Fire Rescue & EMS Reimb	20,623.01				13,150.00		33,773.01
Donations					400.00		400.00
Transfers						877.79	877.79
Educational Income				25.00			25.00
Uncollected Income/Adjustmts	-23,359.23						-23,359.23
<b>Total Revenues</b>	\$11,512.86	\$13,575.56	\$3.45	\$25.00	\$0.00	\$877.79	\$25,994.66
<u>Expenditures</u>							
Awards, Banquet, Plaques							0.00
Licenses & Permits							0.00
Medical Billing Refunds							0.00
Payroll Expenses	22,610.19	14,392.40					37,002.59
Medical Billing Refunds	185.11						185.11
Professional Fees	1,687.59	600.00					2,287.59
Postage and Delivery		11.18					11.18
Dues & Memberships		5.00					5.00
Contract Serv/Charters		799.99					799.99
Supplies		1,148.83		129.44			1,278.27
<b>Total Expenditures</b>	\$24,482.89	\$16,957.40	\$0.00	\$129.44	\$0.00	\$0.00	41,569.73
<b>Ending Balance</b>	\$187,784.23	-\$20,707.17	\$20,973.91	\$697.18	\$3,064.97	\$227,640.08	\$419,453.20

Key Largo Volunteer Ambulance Corps Monthly & Year to Date Summary Report For Month of June 2011					
Workloads	Current Month*	Fiscal Year to Date	Comparison Last FY To Date	Diff This Year Vs Last Year YTD	
Net Revenue	Current Month	Year to Date	Comparison Last FY To Date		
Gross Charges	\$25,292.80	\$305,856.88	\$298,782.90	\$7,073.98	
Credit Adjustments (Total)	\$3,563.77	\$34,792.78			
Medicare	\$1,112.30	\$11,905.19			
Medicaid	\$1,343.94	\$18,590.82			
Approved Write-offs	\$888.10	\$2,432.81			
Other Govt W/O	\$185.68	\$1,532.01			
Trauma District	\$0.00	\$0.00			
Retained By Collections Agent	\$33.75	\$331.95			
Adjusted Charges	\$21,729.03	\$271,064.10			
Deposits	\$15,121.65	\$175,886.68	\$175,046.48	\$840.20	0.48%
Charge Adjust or Refunds**	\$385.20	\$2,306.61			
Adjusted Income	\$14,736.45	\$173,580.07			
Receivables	Current Month				
As of 6/30/11					
Total Receivables ****	\$167,846.85				
Current Bad Debt	\$50,011.14				
* Certain workload and charge data may not be in these current month figures if runs were received late in the month. All revenue figures are complete if received by last workday					
** Charge adjusts are either refunds or charge resotations of prev. w/o					
*** Current bad debt includes Bad Debt+Bad Debt non Collectible+ Unbillable runs + Chap 7-11					
**** Excludes \$812,252.96 in uncollected accounts placed with Collection agency 2002 to present					
NOTICE: Information in this report package may contain personally identifiable information protected under HIPPA Law and should be treated accordingly. Please Safeguard these documents to protect against unauthorized release.					

Key Largo EMS

Overtime justification for weeks ending 06/11/11 and 06/18/11

R Fell	24.75 hours	Scheduled to work two 24-hour shifts per week which yields 8 hours of OT per week. Came in early twice on first week (6:30am & 7am) and once on second week (6:30am) for personnel leaving early and held over all four days (8:15, 8:30, 10:30 & 9:30). Thus, 11.25 hour OT first week & 13.5 hours OT second week.
F Jones	17.75 hours	Scheduled to work two 24-hour shifts per week which yields 8 hours of OT per week. Held over one day (9:45am) thus yielding 9.75 hours OT first week and 8 hours OT second week.
C Smith	8 hours	Scheduled to work two 24-hour shifts per week which yields 8 hours of OT per week. Came in early (7:30) one day each week and left early (5:30am & 6:30). Thus, 3.5 hours OT first week and 4.5 hours OT second week.

1:37 PM  
06/22/11

**Key Largo Volunteer Ambulance Corp., Inc.**  
**Payroll Transactions by Payee**  
June 24, 2011

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>Form 941</b>						
6/24/2011	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account	-2,745.56
Total Form 941						<u>-2,745.56</u>
<b>Bock, Donald</b>						
6/24/2011	Bock, Donald	Direct...	Paycheck		Billing Account	-586.17
Total Bock, Donald						<u>-586.17</u>
<b>Bogk, Jason M</b>						
6/24/2011	Bogk, Jason M	Direct...	Paycheck		Billing Account	-556.32
Total Bogk, Jason M						<u>-556.32</u>
<b>DePauw, George W.</b>						
6/24/2011	DePauw, George W.	9616	Paycheck		Billing Account	-566.58
Total DePauw, George W.						<u>-566.58</u>
<b>Faktor, James W</b>						
6/24/2011	Faktor, James W	9613	Paycheck		Billing Account	-600.94
Total Faktor, James W						<u>-600.94</u>
<b>Fell, Ronald J</b>						
6/24/2011	Fell, Ronald J	9614	Paycheck		Billing Account	-1,116.94
Total Fell, Ronald J						<u>-1,116.94</u>
<b>Fernandez, Daniel L</b>						
6/24/2011	Fernandez, Daniel L	Direct...	Paycheck		Billing Account	-519.79
Total Fernandez, Daniel L						<u>-519.79</u>
<b>Jones, Franky R.</b>						
6/24/2011	Jones, Franky R.	9615	Paycheck		Billing Account	-1,517.75
Total Jones, Franky R.						<u>-1,517.75</u>
<b>Linares, Edwin A</b>						
6/24/2011	Linares, Edwin A	Direct...	Paycheck		Billing Account	-424.88
Total Linares, Edwin A						<u>-424.88</u>
<b>Mesa, Eduardo A</b>						
6/24/2011	Mesa, Eduardo A	Direct...	Paycheck		Billing Account	-596.08
Total Mesa, Eduardo A						<u>-596.08</u>
<b>Smith {transfer}, Cecilia</b>						
6/24/2011	Smith {transfer}, Ce...	Direct...	Paycheck		Billing Account	-1,189.84
Total Smith {transfer}, Cecilia						<u>-1,189.84</u>
<b>Teems, Curtis D</b>						
6/24/2011	Teems, Curtis D	Direct...	Paycheck		Billing Account	-512.06
Total Teems, Curtis D						<u>-512.06</u>
<b>TOTAL</b>						<b><u><u>-10,932.91</u></u></b>

## Key Largo EMS

### Overtime Justifications for weeks ending 05/28/11 & 06/04/11

R. Fell	16.0 hours	Two 24 hour shifts per week = 8 hours OT per week. Came in early one day and left early one day first week, and held over three hours one day second week (for Linares).
F. Jones	16.0 hours	Two 24 hour shift per week = 8 hours per week. Total 16 hours.
E. Linares	9.5 hours	Two 24 hour shifts per week = 8 hours per week. Left early (7am) one day and left early (0530) first week, and left early (5am) and came in late (10am) second week. Thus, 6.5 hours OT first week and 3 hours OT second week.
C. Smith	15.0 hours	Two 24 hour shifts per week = 8 hours OT per week. Came in early (6:30am) one day and left early (5am) one day first week, and came in early (7:30am) one day second week. Thus, 6.5 hours OT first week and 8.5 hours OT second week.
C. Teems	6 hours	Two 24 hour shift on second week = 8 hours and left early (6am). Thus 6 hours OT for second week.



2:39 PM  
06/09/11

**Key Largo Volunteer Ambulance Corp., Inc.**  
**Payroll Transactions by Payee**  
June 10, 2011

Date	Name	Num	Type	Memo	Account	Amount
<b>Form 941</b>						
6/10/2011	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account	-2,832.04
Total Form 941						<u>-2,832.04</u>
<b>Bock, Donald</b>						
6/10/2011	Bock, Donald	Direct...	Paycheck		Billing Account	-573.36
Total Bock, Donald						<u>-573.36</u>
✓ <b>Bogk, Jason M</b>						
6/10/2011	Bogk, Jason M	9607	Paycheck		Billing Account	-250.03
Total Bogk, Jason M						<u>-250.03</u>
✓ <b>Faktor, James W</b>						
6/10/2011	Faktor, James W	9608	Paycheck		Billing Account	-268.78
Total Faktor, James W						<u>-268.78</u>
✓ <b>Fell, Ronald J</b>						
6/10/2011	Fell, Ronald J	9609	Paycheck		Billing Account	-991.76
Total Fell, Ronald J						<u>-991.76</u>
<b>Fernandez, Daniel L</b>						
6/10/2011	Fernandez, Daniel L	Direct...	Paycheck		Billing Account	-672.42
Total Fernandez, Daniel L						<u>-672.42</u>
✓ <b>Jones, Franky R.</b>						
6/10/2011	Jones, Franky R.	9610	Paycheck		Billing Account	-1,484.78
Total Jones, Franky R.						<u>-1,484.78</u>
<b>Linares, Edwin A</b>						
6/10/2011	Linares, Edwin A	Direct...	Paycheck		Billing Account	-953.52
Total Linares, Edwin A						<u>-953.52</u>
<b>Mesa, Eduardo A</b>						
6/10/2011	Mesa, Eduardo A	Direct...	Paycheck		Billing Account	-709.47
Total Mesa, Eduardo A						<u>-709.47</u>
<b>Smith {transfer}, Cecilia</b>						
6/10/2011	Smith {transfer}, Ce...	Direct...	Paycheck		Billing Account	-1,306.34
Total Smith {transfer}, Cecilia						<u>-1,306.34</u>
<b>Teems, Curtis D</b>						
6/10/2011	Teems, Curtis D	Direct...	Paycheck		Billing Account	-817.63
Total Teems, Curtis D						<u>-817.63</u>
<b>TOTAL</b>						<u><u>-10,860.13</u></u>

**KEY LARGO EMS STATISTICAL REPORT - JUNE 2011**

Paramedic Payroll	For the Month			For the Fiscal Year		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Regular	\$ 17,572.77	\$ 20,287.46	\$ (2,714.69)			
Overtime	\$ 2,599.57	\$ 3,076.92	\$ (477.35)			
Total	\$ 20,172.34	\$ 23,364.38	\$ (3,192.04)			

NOT AVAILABLE - REQUIRES REVISION

Run Statistics	Jun-11	Jun-10	TOTAL 2011	TOTAL 2010
Total Runs	102	100	670	627
Transports	57	56	349	346
ALS Calls	33	42	286	271
Trauma Alerts	2	0	7	8
Cardiac Arrests	1	1	4	7
Interfacility Transports	0	1	0	1
Back-up Calls	16	10	89	72
Public Assists	4	6	42	29
Pediatric Calls	4	4	24	24
Enroute - Arrival Time	5.35	4.8		
Scene Time	21	20.2		