



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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Business Meeting Minutes January 10, 2012

Board members in attendance were Ronnie Fell, Jackie Harder, Edwin Linares, Tess Marra, Scott Robinson, and Linda Lee Sawart. A quorum was present. Also in attendance were Jack Bridges, KLVAC 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

- Birthdays for the month of January are Jr. Aulet, Kay Cullen, Jim Faktor, and Linda Lee Sawart.
- Cecelia Smith
- CPR class will be held at the next training meeting on January 17. Brenda Beckmann reminded members that most of their cards will expire in January.

3. Approval of Minutes

Tess Marra motioned to approve the November 8, 2011 minutes. Jackie Harder seconded. Motion passed unanimously.

4. Treasurer's Report

Tess Marra reported a balance of \$268,533.44. Jackie Harder motioned to approve the treasurer's report. Brenda Beckmann seconded. Motion passed unanimously. Tess also reported as of January 8 receipt of \$10,110 from the donation letter.

5. Committee Reports

Committee reports are available for viewing in the KLVAC office.

Jackie Harder reported receiving a call from a member inquiring about the hiring policy, specifically in reference to the Corps having a policy of hiring only locals. Chief Bock stated that there is an approved hiring policy and there is no reference to this issue; hiring is totally non-biased.

6. Legal Report

There was no legal report.

7. Membership Review

All members are currently in good standing.

8. Old Business

A. Sunshine Law Review

Attorney Mark Wilson gave a brief presentation/review of the Sunshine Law.

B. Other Old Business

None

9. New Business

A. Fund Raising Committee Points of Clarification

A committee was formed at the last meeting to deal with fund raising. Scott Robinson stated that the Corps will be responsible for approximately \$10,000 of corporate costs not funded by the District. Fund raising proceeds will go to pay Corp expenses prior to any purchases. He suggested the committee meet this month to formulate a plan for 2012 future fund raising efforts, including the donation letter being sent in the fall. Any purchase under \$2500 will be approved by Chief Bock; anything over \$2500 will require board approval.

B. Purchase of New Computer Using Yard Sale Funds

The computer amount is less than \$2500 and does not require board approval.

C. Other New Business

Cecelia Smith suggested forming a garden club to plant/decorate the grounds.

Jackie Harder suggested KLVAC contact DOT reference installing a security light at the Publix traffic light area as there have been several accidents involving pedestrians. Ken Edge will check into this.

10. Membership Discussion

Leo Bello expressed concern as to how the funds from the donation letter were being spent, specifically for dress blues and badges. Chief Bock stated that ten pair of dress pants, ten long sleeved shirts, ties and collar brass are being purchased using funds from the budget. These are to be worn by personnel who attend a formal event. They are not being issued to everyone and will be used as needed.

11. Adjournment

There being no further business, motion was made by Jackie Harder and seconded by Russ Cullen to adjourn. Motion carried unanimously.

Meeting adjourned at 8:00pm.

Pamela Johnson
Recording Secretary

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

January 2012

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$191,808.53	-\$30,823.21	\$21,000.18	\$919.75	\$3,064.97	\$227,640.08	\$413,610.30
<u>Revenues</u>							
Interest	2.97	1.10	3.41				7.48
Medical Fees	11,818.81						11,818.81
Medical Transcripts		40.00					40.00
KL Fire Rescue & EMS Reimb	22,301.45	11,735.71					34,037.16
Donations		8,887.00					8,887.00
CD Interest			1,588.68			0.00	1,588.68
Educational Income				225.00			225.00
Uncollected Income/Adjustmts	1,565.02						1,565.02
Total Revenues	\$35,688.25	\$20,663.81	\$1,592.09	\$225.00	\$0.00	\$0.00	\$58,169.15
<u>Expenditures</u>							
Awards, Banquet, Plaques							0.00
Licenses & Permits		80.00					80.00
Medical Billing Refunds	546.96						546.96
Payroll Expenses	22,807.98	12,424.35					35,232.33
Advertising		167.76					167.76
Professional Fees	1,290.56	195.00					1,485.56
Postage and Delivery							0.00
Dues & Memberships		200.00					200.00
Repairs		303.71					303.71
Supplies		32.24					32.24
Total Expenditures	\$24,645.50	\$13,403.06	\$0.00	\$0.00	\$0.00	\$0.00	38,048.56
Ending Balance	\$202,851.28	-\$23,562.46	\$22,592.27	\$1,144.75	\$3,064.97	\$227,640.08	\$433,730.89

Key Largo Volunteer Ambulance Corps				
Monthly & Year to Date Summary Report				
For Month of February 2012			Comparison	Diff
	Current Month*	Fiscal Year to Date	Last FY To Date	Last FYTD This YTD
Workloads				
Total Runs Billed	58	284	309	(25)
Net Revenue	Current Month	Year to Date	Comparison Last FY To Date	
Gross Charges	\$34,309.14	\$164,960.18	\$179,945.76	(\$14,985.58)
Credit Adjustments (Total)	\$3,464.30	\$14,025.17		
Medicare	\$1,168.18	\$5,248.46		
Medicaid	\$675.90	\$5,398.66		
Approved Write-offs	\$1,620.22	\$3,240.86		
Other Govt W/O	\$0.00	\$0.00		
Trauma District	\$0.00	\$0.00		
Retained By Collections Agent	\$0.00	\$137.19		
Adjusted Charges	\$30,844.84	\$150,935.01		
Deposits	\$19,422.90	\$96,327.30	\$104,873.21	(\$8,545.91)
Charge Adjust or Refunds**	\$123.34	\$783.69		
Adjusted Income	\$19,299.56	\$95,543.61		
Receivables	Current Month			
As of February 29, 2012				
Total Receivables ****	\$181,180.02			
Current Bad Debt	\$30,652.92			
* 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 \$868,216.70 in uncollected accounts placed with Collection agency 2002 to present				
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Overtime Justification for Key Largo EMS Medic Payroll

Weeks Ending 02/18/12 & 02/25/12

R Fell	20.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. In early (6:30 am & 7am) and held over (9:30) the first week and in early (7am) and left early (7:30am) one day the second week. Thus 12 hours OT the first week and 8.5 hours OT the second week.
F Jones	19.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. Held over (9:30am) one day the first week and held over (10am) one day the second week. Thus 9.5 hours OT the first week and 10 hours OT the second week.
E Linares	2.0 hours OT	Two 24 hour shifts equals 8 hours OT per week. Left early (5am) two days the first week thus 2 hour OT.
E Mesa	27 hours OT	Two 24 hour shifts equals 8 hour OT per week. In early (5am) one day, covered a partial shift (8am to 3pm) including two late calls the first week. In early (7am) one day, came in and covered (9pm to 8am, & 7am to 9pm) two partial shifts the second week. Thus 18 hours OT the first week and 9 hours OT the second week.
C Smith	6 hours OT	Two 24 hour shifts equals 8 hour OT per week. Left early (6am) one day the first week and left early (9pm) one day the second week. Thus 6 hours OT the first week.

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
March 2, 2012

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Form 941						
3/2/2012	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-2,844.90
Total Form 941						-2,844.90
Bock, Donald						
3/2/2012	Bock, Donald	Direct...	Paycheck		Billing Account-706	-507.33
Total Bock, Donald						-507.33
Bogk, Jason M						
3/2/2012	Bogk, Jason M	Direct...	Paycheck		Billing Account-706	-300.03
Total Bogk, Jason M						-300.03
Cruciger, David A						
3/2/2012	Cruciger, David A	Direct...	Paycheck		Billing Account-706	-286.35
Total Cruciger, David A						-286.35
Faktor, James W						
3/2/2012	Faktor, James W	9705	Paycheck		Billing Account-706	-268.78
Total Faktor, James W						-268.78
Fell, Ronald J						
3/2/2012	Fell, Ronald J	9706	Paycheck		Billing Account-706	-1,056.15
Total Fell, Ronald J						-1,056.15
Fernandez, Daniel L						
3/2/2012	Fernandez, Daniel L	Direct...	Paycheck		Billing Account-706	-607.57
Total Fernandez, Daniel L						-607.57
Jones, Franky R.						
3/2/2012	Jones, Franky R.	9707	Paycheck		Billing Account-706	-1,554.72
Total Jones, Franky R.						-1,554.72
Linares, Edwin A						
3/2/2012	Linares, Edwin A	Direct...	Paycheck		Billing Account-706	-546.29
Total Linares, Edwin A						-546.29
Mesa, Eduardo A						
3/2/2012	Mesa, Eduardo A	Direct...	Paycheck		Billing Account-706	-1,280.55
Total Mesa, Eduardo A						-1,280.55
Smith (transfer), Cecilia						
3/2/2012	Smith (transfer), Ce...	Direct...	Paycheck		Billing Account-706	-1,121.25
Total Smith (transfer), Cecilia						-1,121.25
Teems, Curtis D						
3/2/2012	Teems, Curtis D	Direct...	Paycheck		Billing Account-706	-628.58
Total Teems, Curtis D						-628.58
TOTAL						-11,002.50

Key Largo EMS Paramedic Payroll

Overtime Justification for Weeks Ending 02/04/2012 and 02/11/2012

R Fell	12 hours OT	Two 24 hours per week = 8 hours of OT per week x 2 weeks = 16 hours OT. Came in early (7am) two days and held over (9:30am & 8:30am) the first week. Did not work any days the second week.
D Fernandez	15.5 hours OT	Two 24 hour days per week = 8 hours OT per week Held over (5:30pm) one day, came in late (9:30am and 8:30am) one day. Thus 15.5 hour OT the second week.
F Jones	20.5 hours OT	Two 24 hour days per week = 8 hours OT per week X 2 weeks = 16 hours. Held over (10am) one day the first week and held over (9:30am & 9am) two days the second week. Thus 10 hour OT the first week and 10.5 hours OT the second week.
E Linares	5 hours OT	Two 24 hours per week = 8 hours of OT the first week. Left early one day (5am) one day first week.
E Mesa	19.5 hours OT	Two 24 hours per week = 8 hours of OT per week x 2 weeks = 16 hours OT. Came in early (7am and 5am) the first week and came in late one day the second week. Thus 12 hours OT the first week and 7.5 hours OT the second week.
C Smith	14 hours OT	Two 24 hours per week = 8 hours of OT per week x 2 weeks = 16 hours OT. Left early (5:30am) one day the first week and held over one day (8:30) the second week.
C Teems	9.5 hours OT	Two 24 hours per week = 8 hours of OT the second week. Came in early one day (6:30) the second week, thus 9.5 hours OT for the second week.

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
February 17 - 21, 2012

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Form 941						
2/21/2012	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-2,893.13
Total Form 941						-2,893.13
Bock, Donald						
2/17/2012	Bock, Donald	Direct...	Paycheck		Billing Account-706	-580.28
Total Bock, Donald						-580.28
Bogk, Jason M						
2/17/2012	Bogk, Jason M	Direct...	Paycheck		Billing Account-706	-287.53
Total Bogk, Jason M						-287.53
Faktor, James W						
2/17/2012	Faktor, James W	9700	Paycheck		Billing Account-706	-287.53
Total Faktor, James W						-287.53
Fell, Ronald J						
2/17/2012	Fell, Ronald J	9701	Paycheck		Billing Account-706	-553.10
Total Fell, Ronald J						-553.10
Fernandez, Daniel L						
2/17/2012	Fernandez, Daniel L	Direct...	Paycheck		Billing Account-706	-959.03
Total Fernandez, Daniel L						-959.03
Jones, Franky R.						
2/17/2012	Jones, Franky R.	9702	Paycheck		Billing Account-706	-1,572.84
Total Jones, Franky R.						-1,572.84
Linares, Edwin A						
2/17/2012	Linares, Edwin A	9703	Paycheck		Billing Account-706	-854.85
Total Linares, Edwin A						-854.85
Mesa, Eduardo A						
2/17/2012	Mesa, Eduardo A	Direct...	Paycheck		Billing Account-706	-1,176.87
Total Mesa, Eduardo A						-1,176.87
Smith (transfer), Cecilia						
2/17/2012	Smith (transfer), Ce...	9704	Paycheck		Billing Account-706	-1,293.70
Total Smith (transfer), Cecilia						-1,293.70
Teems, Curtis D						
2/17/2012	Teems, Curtis D	Direct...	Paycheck		Billing Account-706	-841.77
Total Teems, Curtis D						-841.77
TOTAL						-11,300.63