



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

## Business Meeting Minutes March 13, 2012

Board members in attendance were Brenda Beckmann, Jackie Harder, Edwin Linares, Tess Marra and Scott Robinson. 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 March are Bobby Stoky, George Mirabella, Carol Poulisse, CeCe Smith, Don Bock, Tess Marra, Brian O'Connor and Curtis Teems.
- Brenda Beckman reported that the FKCC EMT students will be doing their ride time during March and April.

### 3. Approval of Minutes

Jackie Harder motioned to approve the February 14, 2012 minutes. Brenda Beckmann seconded. Motion passed unanimously.

### 4. Treasurer's Report

Tess Marra reported that neither she nor Chief Bock were able to obtain a balance amount as they were unable to access the accounts through the internet. Receipts from the donation letter are approximately \$13,800.

### 5. Committee Reports

There were no committee reports.

### 6. Legal Report

Jack Bridges reported that rather than presenting a formal resolution to the BOCC for the proposed lighting at Publix, he had prepared letters to be sent to several resources. Jackie Harder motioned to, with corrections to the letter as noted and with Ronnie's signature on KLVAC letterhead, send the letter prepared by Jack to DOT, Kenco Realty Corp, Publix, FKEC, Commissioner Murphy, and the Key Largo Chamber of Commerce. Edwin seconded. Motion passed unanimously.

### 7. Membership Review

Scott Robinson reported that Ulises Dauria has not met attendance requirements. Edwin Linares motioned to send him the letter notifying him of suspension. Jackie Harder seconded. Motion passed unanimously.

Chief Bock reported that Jason Bogk has requested a two month leave of absence as he has been hired at Miami Beach.

Chief Bock also reported that they are in the process of hiring two paramedics.

8. Old Business

A. Lighting at Publix

Discussed under Legal Report

B. Other Old Business

Donation thank you letters have been printed and are ready to be mailed.

9. New Business

A. Other New Business

Chief Bock reported that budget issues will be discussed, at the earliest, at the May 7 District Board meeting. He requested any suggestions be given to him within the next three weeks.

Scott Robinson reported he had begun looking into the LOSAP program. He contacted an actuary for the county asking for a startup cost package that could be presented to the District Board. This item will be on the agenda for the April District Board meeting.

Brian O'Connor asked if any thought had been put into staffing the back-up ambulance with EMT's on weekends. Statistics will be gathered for the number of back up calls on weekends and who responded as an EMT. At that time costs may be factored into the budget.

Tess reported there will be an ambulance in the St. Patrick's Day parade on Saturday should anyone want to participate.

The District has put the old (Med 73) ambulance out to bid on a government website.

Pedro Marin asked George Mirabella to ask the board if during the time he is in school he can receive his full reimbursement even though he cannot attend the required meetings. The board stated this was an operational issue and the policy in place needs to be followed. Request denied.

10. Membership Discussion

No discussion

11. Adjournment

There being no further business, motion was made by Edwin Linares and seconded by Brenda Beckmann to adjourn. Motion carried unanimously.

Meeting adjourned at 7:30pm.

Pamela Johnson  
Recording Secretary

## Chief's Report for April 10, 2012

I don't have much to report other than the budget for FY 2013. You should have received a separate email with several documents attached. Some budget issues need to be discussed at the April 10<sup>th</sup> meeting.

In speaking with Commissioner Murphy, she asked that I relay information on the KL EMS Board's resolution regarding the street light at the Trade Winds Plaza area. She said "The information has been forwarded to the Department of Transportation and it is scheduled to be discussed at the meeting this month. The meeting will be held in Key Largo and will be covering the future modifications to the Overseas Highway in the Key Largo area."

Out of the twenty applicants for the paid paramedic position, only nine replied stating they still have an interest in the position with Key Largo EMS. We are in the process of scheduling testing date(s) to move forward with the process.

One of the salesmen for Stryker came by last Tuesday during the training meeting to demonstrate their new stretcher loading system. If the District Board agrees to fund the \$10,200 (10%) of the grant, we can move forward and apply for a State grant (90%) to purchase them for the four ambulances. It's a lot of money for the stretcher loading systems (\$102,000 for all four), but it will eliminate the need to lift the stretcher into the ambulance and help reduce potential back injuries. Those that tried it said it was very easy to load the stretcher. The question many had was "when are they going to invent something to get the patient from the upstairs bedroom to the ambulance without lifting..."

We still have one truck at the Ford dealer in Homestead. I think over the last year or two we have had three trucks running more often than not. The turbo is bad and had to be rebuilt – covered under warrantee. CeCe has been staying on top of the repair work at Ford. It is the fourth time it went to Ford for the same related problem, and Ford has been very good about their warrantee coverage.

**Key Largo Volunteer Ambulance Corp Inc.  
Treasurer's Report  
March 2012**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$212,506.47	-\$23,184.20	\$22,594.16	\$1,136.20	\$3,064.97	\$227,640.08	\$444,157.68
<u>Revenues</u>							
Interest		1.93					6.68
Medical Fees	29,735.38		3.50				29,735.38
Medical Transcripts							0.00
KL Fire Rescue & EMS Reimb		10,702.57					10,702.57
Donations		550.00					550.00
Misc Income				70.00			70.00
Educational Income	8,680.57						8,680.57
Uncollected Income/Adjustmnts	\$38,417.88	\$11,253.82	\$3.50	\$70.00	\$0.00	\$0.00	\$49,745.20
<b>Total Revenues</b>							
<u>Expenditures</u>							
Awards, Banquet, Plaques							0.00
Licenses & Permits							0.00
Medical Billing Refunds	500.67						500.67
Medical Billing Refunds	33,978.01	11,204.96					45,182.97
Payroll Expenses							0.00
Misc. (FLDL Transcripts)		1,714.95					1,954.95
Professional Fees							230.30
Postage and Delivery							5.00
Dues & Memberships							0.00
Taxes (FL Dept of Rev)				111.22			167.50
Supplies		56.28					56.28
<b>Total Expenditures</b>	\$36,193.63	\$11,736.54	\$0.00	\$111.22	\$0.00	\$0.00	48,041.39
<b>Ending Balance</b>	\$215,130.72	-\$23,666.92	\$22,597.66	\$1,094.98	\$3,064.97	\$227,640.08	\$445,861.49

<b>Key Largo Volunteer Ambulance Corps</b>				
<b>Monthly &amp; Year to Date Summary Report</b>				
<b>For Month of March 2012</b>			<b>Comparison</b>	<b>Difference</b>
<b>Workloads</b>	<b>Current Month*</b>	<b>Fiscal</b>	<b>Last FY</b>	<b>Ve Last</b>
		<b>Year to Date</b>	<b>To Date</b>	<b>YTD</b>
<b>Total Runs Billed</b>	<b>77</b>	<b>361</b>	<b>350</b>	<b>11</b>
<b>Net Revenue</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Comparison</b>	
			<b>Last FY</b>	
			<b>To Date</b>	
<b>Gross Charges</b>	<b>\$44,816.90</b>	<b>\$209,777.08</b>	<b>\$203,689.58</b>	<b>\$6,087.50</b>
<b>Credit Adjustments (Total)</b>	<b>\$6,595.84</b>	<b>\$20,621.01</b>		
<b>Medicare</b>	<b>\$1,932.67</b>	<b>\$7,181.13</b>		
<b>Medicaid</b>	<b>\$3,750.81</b>	<b>\$9,149.47</b>		
<b>Approved Write-offs</b>	<b>\$534.94</b>	<b>\$3,775.80</b>		
<b>Other Govt W/O</b>	<b>\$377.42</b>	<b>\$377.42</b>		
<b>Trauma District</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>Retained By Collections Agent</b>	<b>\$0.00</b>	<b>\$137.19</b>		
<b>Adjusted Charges</b>	<b>\$38,221.06</b>	<b>\$189,156.07</b>		
<b>Deposits</b>	<b>\$26,394.49</b>	<b>\$122,721.79</b>	<b>\$125,646.61</b>	<b>(\$2,924.82)</b>
<b>Charge Adjust or Refunds**</b>	<b>\$377.42</b>	<b>\$1,161.11</b>		
<b>Adjusted Income</b>	<b>\$26,017.07</b>	<b>\$121,560.68</b>		
<b>Receivables</b>	<b>Current Month</b>			
<b>As of March 31, 2012</b>				
<b>Total Receivables</b>	<b>\$193,384.01</b>			
<b>Current Bad Debt</b>	<b>\$43,134.35</b>			
* 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 \$771741.53 in uncollected accounts placed with Collection agency 2002 to present				
<b>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.</b>				

**Key Largo Volunteer Ambulance Corp., Inc.**  
**Payroll Transactions by Payee**  
**March 30, 2012**

<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>						
3/30/2012	Form 941	EFTPS	Liability Check	59-1682537 ...	Billing Account-706	-3,121.43
Total Form 941						-3,121.43
<b>Bock, Donald</b>						
3/30/2012	Bock, Donald	Direct...	Paycheck		Billing Account-706	-574.35
Total Bock, Donald						-574.35
<b>Cruciger, David A</b>						
3/30/2012	Cruciger, David A	Direct...	Paycheck		Billing Account-706	-275.39
Total Cruciger, David A						-275.39
<b>Fell, Ronald J</b>						
3/30/2012	Fell, Ronald J	9712	Paycheck		Billing Account-706	-984.62
Total Fell, Ronald J						-984.62
<b>Fernandez, Daniel L</b>						
3/30/2012	Fernandez, Daniel L	Direct...	Paycheck		Billing Account-706	-771.19
Total Fernandez, Daniel L						-771.19
<b>Jones, Franky R</b>						
3/30/2012	Jones, Franky R.	9713	Paycheck		Billing Account-706	-1,790.07
Total Jones, Franky R.						-1,790.07
<b>Linares, Edwin A</b>						
3/30/2012	Linares, Edwin A	Direct...	Paycheck		Billing Account-706	-424.89
Total Linares, Edwin A						-424.89
<b>Mesa, Eduardo A</b>						
3/30/2012	Mesa, Eduardo A	Direct...	Paycheck		Billing Account-706	-1,158.42
Total Mesa, Eduardo A						-1,158.42
<b>Smith (transfer), Cecilia</b>						
3/30/2012	Smith (transfer), Ce...	Direct...	Paycheck		Billing Account-706	-1,108.16
Total Smith (transfer), Cecilia						-1,108.16
<b>Teems, Curtis D</b>						
3/30/2012	Teems, Curtis D	Direct...	Paycheck		Billing Account-706	-1,376.84
Total Teems, Curtis D						-1,376.84
<b>TOTAL</b>						<b>-11,585.36</b>

## Overtime Justification for Key Largo EMS Medic Payroll

Weeks Ending 03/17/12 & 03/24/12

R Fell	15.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. In early (6:30am) one day the first week, in early (7am) and left early (5am) one day the second week. Thus 9.5 hours OT the first week and 6 hours OT the second week.
D Fernandez	4 hours OT	Two 24 hour shifts equals 8 hours OT per week. In late (10am) one day and left early (6am) one day the first week, thus 4 hours OT
F Jones	32.25 hours OT	Two 24 hour shifts equals 8 hours OT per week. Covered one half shift (8pm to 8am) one day the first week for CeCe (had to drop shift), in early (6am) one day and held over (8:30am) one day the second week. Thus 21.75 hours OT the first week and 10.5 hours OT the second week.
E Mesa	18.25 hours OT	Two 24 hour shifts equals 8 hour OT per week. In late (8:30am) one day and held over (10:45) one day the second week. Thus 8 hours OT the first week and 10.25 hours OT the second week.
C Smith	14 hours OT	Two 24 hour shifts equals 8 hour OT per week. Held over one day (2pm) the second week and only worked one day the first week. Thus 14 hours OT the second week.
C Teems	34 hours OT	Two 24 hour shifts equals 8 hours OT per week. In early (5am) one day, held over (9:30am) one day and worked one half shift (8am – 8pm) for CeCe one day the first week; worked two days and came in early (6:30am) one day the second week. Thus 24.5 hours OT the first week and 9.5 hours OT the second week.

PM  
/12

**Key Largo Volunteer Ambulance Corp., Inc.**  
**Payroll Transactions by Payee**  
 March 16, 2012

<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>						
3/16/2012	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-2,929.31
Total Form 941						-2,929.31
<b>Bock, Donald</b>						
3/16/2012	Bock, Donald	Direct...	Paycheck		Billing Account-706	-574.37
Total Bock, Donald						-574.37
<b>Cruciger, David A</b>						
3/16/2012	Cruciger, David A	Direct...	Paycheck		Billing Account-706	-182.59
Total Cruciger, David A						-182.59
<b>Faktor, James W</b>						
3/16/2012	Faktor, James W	9710	Paycheck		Billing Account-706	-268.79
Total Faktor, James W						-268.79
<b>Fell, Ronald J</b>						
3/16/2012	Fell, Ronald J	9708	Paycheck		Billing Account-706	-955.99
Total Fell, Ronald J						-955.99
<b>Fernandez, Daniel L</b>						
3/16/2012	Fernandez, Daniel L	Direct...	Paycheck		Billing Account-706	-1,024.84
Total Fernandez, Daniel L						-1,024.84
<b>Jones, Franky R.</b>						
3/16/2012	Jones, Franky R.	9709	Paycheck		Billing Account-706	-1,655.91
Total Jones, Franky R.						-1,655.91
<b>Linares, Edwin A</b>						
3/16/2012	Linares, Edwin A	Direct...	Paycheck		Billing Account-706	-212.44
Total Linares, Edwin A						-212.44
<b>Mesa, Eduardo A</b>						
3/16/2012	Mesa, Eduardo A	Direct...	Paycheck		Billing Account-706	-1,288.53
Total Mesa, Eduardo A						-1,288.53
<b>Smith (transfer), Cecilia</b>						
3/16/2012	Smith (transfer), Ce...	Direct...	Paycheck		Billing Account-706	-994.30
Total Smith (transfer), Cecilia						-994.30
<b>Teems, Curtis D</b>						
3/16/2012	Teems, Curtis D	Direct...	Paycheck		Billing Account-706	-1,079.64
Total Teems, Curtis D						-1,079.64
<b>TOTAL</b>						<b>-11,166.71</b>



## Overtime Justification for Key Largo EMS Medic Payroll

Weeks Ending 03/03/12 & 03/10/12

R Fell	13.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. In early (7am) one day, held over (9am) and left early (5am) the first week, in early (6:30am) and left early (5am) one day the second week. Thus 7 hours OT the first week and 6.5 hours OT the second week.
D Fernandez	7.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. In late (9:30am) one day and left early (6am) one day the first week; left early (6am) two days the second week. Thus 4.5 hours OT the first week and 3 hours OT the second week. Also adjust for daylight saving's time (lost one hour pay).
F Jones	25 hours OT	Two 24 hour shifts equals 8 hours OT per week. Held over (5 pm) one day the first week (Dr. apt). Thus 17 hours OT the first week and 8 hours OT the second week.
E Mesa	36.25 hours OT	Two 24 hour shifts equals 8 hour OT per week. In early (6:30am) one day, covered a 24 hour shift for sick medic (8am to 8am), one late call while holding over (9:45am) and assisted on one call (one hour OT) one day the second week. Thus 36.25 hours OT the second week.
C Smith	10 hours OT	Two 24 hour shifts equals 8 hour OT per week. Held over one day (10am) the first week and only worked one day the second week. Thus 10 hours OT the first week.
C Teems	14.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. In early (6am) one day the first week, in late (9:45am) two days the second week. Thus 10 hours OT the first week and 4.5 hours OT the second week.