



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Key Largo Volunteer Ambulance Corps Business Meeting May 8, 2012

Agenda

1. Call to Order
2. Announcements
3. Approval of Minutes
4. Treasurer's Report
5. Committee Reports
6. Legal Report
7. Membership Review
 - A. Termination (Ulisses Dauria)
 - B. Requests for Leave of Absence (Linda Lee Sawart, Pedro Marin)
 - C. Petitions for Reimbursement (Megan Franks, Brandon Leslie, Michael Summers)
8. Old Business
 - A. Street Light
 - B. Budget
 - C. Other Old Business
9. New Business
 - A. Other New Business
10. Membership Discussion
11. Adjournment



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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Business Meeting Minutes May 8, 2012

Board members in attendance were Brenda Beckmann, Russ Cullen, Ronnie Fell, Jackie Harder, Tess Marra and Scott Robinson. A quorum was present. Chief Donald Bock was also in attendance. Membership attendance is reflected in the monthly attendance roster.

1. Call to Order

Meeting was called to order at 7:00pm by President Ronnie Fell.

2. Announcements

- Birthdays for the month of May are Michael Blondin, Roy Khanna, and Edwin Linares
- Contact Ronnie if you are interested in attending CLINCON in July.
- Condolences to Russ Cullen on the loss of his brother, Bill.

3. Approval of Minutes

Russ Cullen motioned to approve the April 10, 2012 minutes. Scott Robinson seconded. Motion passed unanimously.

4. Treasurer's Report

Tess Marra reported a balance of \$267,797.58 in all the accounts. Jackie Harder motioned to approve the treasurer's report. Scott Robinson seconded. Motion passed unanimously. Pam Johnson reported proceeds from the donation letter were a little over \$14,000 and still trickling in.

5. Committee Reports

No committee reports.

6. Legal Report

No legal report.

7. Membership Review

A. Termination (Ulises Dauria)

Jackie Harder motioned to terminate Ulises Daura as he had not responded within the 30 day time frame as required. Tess Marra seconded. Motion passed unanimously.

B. Requests for Leave of Absence (Linda Lee Sawart; Pedro Marin)

Jackie Harder motioned to grant Linda Lee Sawart up to a six (6) month leave of absence. Scott Robinson seconded. Motion passed with Russ Cullen abstaining.

Russ Cullen motioned to grant Pedro Marin a three (3) month leave of absence. Scott Robinson seconded. Motion passed unanimously.

C. Petitions for Reimbursement (Megan Franks, Brandon Leslie, Michael Summers)

Jackie Harder motioned that reimbursement begin for Megan Franks, Brandon Leslie, and Michael Summers. Scott Robinson seconded. Motion passed unanimously.

8. Old Business

A. Street Light

It was noted that a letter had been received from DOT stating they were looking into the street light issue.

B. Budget

Changes in the budget were discussed and approved during the workshop held before the business meeting. Workshop minutes are attached.

C. Other Old Business

None

9. New Business

A. Other New Business

Chief Bock reported that the sale of the old ambulance had been completed this date when the new owner drove it away to its new home.

10. Membership Discussion

No discussion.

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 7:15pm.

Pamela Johnson
Recording Secretary



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Budget Workshop May 8, 2012

Board members in attendance were Brenda Beckmann, Russ Cullen, Ronnie Fell, Jackie Harder, Tess Marra, and Scott Robinson. Chief Donald Bock was also in attendance.

Meeting was called to order at 6:30pm.

The following suggestions were made for changes to the 2013 budget:

- Line Item 400 Travel and Per Diem-\$4500
- Line Item 461 Repair and Maintenance of Building-\$11,880
- Line Item 462 Repair and Maintenance of Vehicles-\$16,500
- Line Item 490 Computer R&M-\$5000
- Line Item 520 Medical Supplies-\$48,000
- Add line item for reimbursement of KLVAC board members

Jackie Harder motioned to accept the changes discussed above. Brenda Beckmann seconded. Motion passed unanimously.

Russ Cullen motioned to adjourn. Jackie Harder seconded. Meeting adjourned at 7:00pm.

Pamela Johnson
Recording Secretary

Key Largo Volunteer Ambulance Corps				
Monthly & Year to Date Summary Report				
For Month of May 2012				
		Fiscal	Comparison	Diff This Year
Workloads	Current Month*	Year to Date	Last FY	Vs Last year
			To Date	YTD
Total Runs Billed	43	465	481	(16)
Net Revenue	Current Month	Year to Date	Comparison	
			Last FY	
			To Date	
Gross Charges	\$25,079.72		\$280,564.08	(\$280,564.08)
Credit Adjustments (Total)	\$3,196.05	\$0.00		
Medicare	\$1,383.84			
Medicaid	\$1,362.96			
Approved Write-offs	\$385.65			
Other Govt W/O	\$63.60			
Trauma District	\$0.00			
Retained By Collections Agent	\$0.00			
Adjusted Charges	\$21,883.67	\$0.00		
Deposits	\$30,085.75		\$160,764.73	(\$160,764.73)
Charge Adjust or Refunds**	\$0.00			
Adjusted Income	\$30,085.75	\$0.00		
Receivables	Current Month			
As of 5-31-12				
Total Receivables	\$174,821.77			
Current Bad Debt	\$36,296.46			
* 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 \$890,964.97 in uncollected accounts placed with Collection agency 2002 to present				
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**Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
May 2012**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$199,313.48	\$23,491.65	\$22,600.84	\$1,294.98	\$3,064.97	\$227,640.08	\$130,422.70

<u>Revenues</u>							
Interest	1.49	1.35	3.40				6.24
Medical Fees	29,321.37						29,321.37
Medical Transcripts		24.00					24.00
KL Fire Rescue & EMS Reimb	20,328.40	10,630.00					30,958.40
Donations		150.00					150.00
Rent Income		1,500.00					1,500.00
Educational Income							0.00
Uncollected Income/Adjustmts	-6,913.95						-6,913.95
Total Revenues	\$42,737.31	\$12,305.35	\$3.40	\$0.00	\$0.00	\$0.00	\$55,046.06

<u>Expenditures</u>							
Awards, Banquet, Plaques							0.00
Licenses & Permits				96.00			96.00
Medical Billing Refunds							0.00
Payroll Expenses	22,407.29	11,791.92					34,199.21
Misc. (FLDL Transcripts)		1,648.93					1,648.93
Professional Fees							0.00
Postage and Delivery							0.00
Dues & Memberships				5.00			5.00
Taxes (FL Dept of Rev)							0.00
Supplies		205.80					205.80

Total Expenditures	\$24,056.22	\$12,002.72	\$0.00	\$96.00	\$0.00	\$0.00	\$0.00	36,154.94
Ending Balance	\$217,994.57	-\$23,189.02	\$22,604.24	\$1,198.98	\$3,064.97	\$227,640.08	\$449,313.82	

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
May 11, 2012

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Form 941						
5/11/2012	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-2,858.07
Total Form 941						-2,858.07
Bock, Donald						
5/11/2012	Bock, Donald	Direct...	Paycheck		Billing Account-706	-574.36
Total Bock, Donald						-574.36
Cruciger, David A						
5/11/2012	Cruciger, David A	Direct...	Paycheck		Billing Account-706	-275.39
Total Cruciger, David A						-275.39
Faktor, James W						
5/11/2012	Faktor, James W	9723	Paycheck		Billing Account-706	-265.65
Total Faktor, James W						-265.65
Fell, Ronald J						
5/11/2012	Fell, Ronald J	9724	Paycheck		Billing Account-706	-1,134.82
Total Fell, Ronald J						-1,134.82
Fernandez, Daniel L						
5/11/2012	Fernandez, Daniel L	Direct...	Paycheck		Billing Account-706	-411.06
Total Fernandez, Daniel L						-411.06
Jones, Franky R.						
5/11/2012	Jones, Franky R.	9725	Paycheck		Billing Account-706	-1,499.35
Total Jones, Franky R.						-1,499.35
Linares, Edwin A						
5/11/2012	Linares, Edwin A	Direct...	Paycheck		Billing Account-706	-1,006.63
Total Linares, Edwin A						-1,006.63
Mesa, Eduardo A						
5/11/2012	Mesa, Eduardo A	Direct...	Paycheck		Billing Account-706	-1,329.20
Total Mesa, Eduardo A						-1,329.20
Smith {transfer}, Cecilia						
5/11/2012	Smith {transfer}, Ce...	Direct...	Paycheck		Billing Account-706	-663.80
Total Smith {transfer}, Cecilia						-663.80
Teems, Curtis D						
5/11/2012	Teems, Curtis D	Direct...	Paycheck		Billing Account-706	-744.12
Total Teems, Curtis D						-744.12
TOTAL						-10,762.45

Justification for Key Largo EMS Medic Payroll

Weeks: 04/28/12 & 05/05/12

	26 hours OT	Two 24 hour shifts equals 8 hours OT per week. In early (7am) all 4 days and held over (9:30am, 10am, & 10:30am) three days. Thus 13.5 hours OT the first week and 12.5 hours OT the second week.
F Jones	16.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. In early (7:30am) one day the second week. Thus 8 hours OT the first week and 8.5 hours OT the second week.
E Linares	13 hours OT	Two 24 hour shifts equals 8 hour OT per week. Left early (5am) one day the second week. Thus 8 hours OT the first week and 5 hours OT the second week.
E Mesa	30.5 hours OT	Two 24 hour shifts equals 8 hour OT per week. In late (10am) one day the first week and in early (5am & 6am) two days and left early (7:30am) the second week. Worked one of CeCe's days the first week and worked half (6am to 8pm) of Danny's shift the second week. Thus worked 30 hours of OT the first week and worked 0.5 hours OT the second week.
C Smith	0 hours OT	Two 24 hour shifts equals 8 hour OT per week. Held over (9am) one day the first week (late call). Only worked one day each week thus no OT.
C Teems	4 hours OT	Two 24 hour shifts equals 8 hours OT per week. In late (10am & 10am) two days the first week and only worked one day the second week. Thus 4 hours OT the first week.

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
May 25, 2012

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Form 941						
5/25/2012	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-3,083.00
	Total Form 941					<u>-3,083.00</u>
Bock, Donald						
5/25/2012	Bock, Donald	Direct...	Paycheck		Billing Account-706	-547.75
	Total Bock, Donald					<u>-547.75</u>
Cruciger, David A						
5/25/2012	Cruciger, David A	Direct...	Paycheck		Billing Account-706	-841.52
	Total Cruciger, David A					<u>-841.52</u>
Faktor, James W						
5/25/2012	Faktor, James W	9726	Paycheck		Billing Account-706	-321.91
	Total Faktor, James W					<u>-321.91</u>
Fell, Ronald J						
5/25/2012	Fell, Ronald J	9727	Paycheck		Billing Account-706	-1,056.15
	Total Fell, Ronald J					<u>-1,056.15</u>
Fernandez, Daniel L						
5/25/2012	Fernandez, Daniel L	Direct...	Paycheck		Billing Account-706	-771.19
	Total Fernandez, Daniel L					<u>-771.19</u>
Jones, Franky R.						
5/25/2012	Jones, Franky R.	9728	Paycheck		Billing Account-706	-1,933.79
	Total Jones, Franky R.					<u>-1,933.79</u>
Linares, Edwin A						
5/25/2012	Linares, Edwin A	Direct...	Paycheck		Billing Account-706	-212.44
	Total Linares, Edwin A					<u>-212.44</u>
Mesa, Eduardo A						
5/25/2012	Mesa, Eduardo A	Direct...	Paycheck		Billing Account-706	-887.48
	Total Mesa, Eduardo A					<u>-887.48</u>
Smith {transfer}, Cecilia						
5/25/2012	Smith {transfer}, Ce...	Direct...	Paycheck		Billing Account-706	-1,360.27
	Total Smith {transfer}, Cecilia					<u>-1,360.27</u>
Teems, Curtis D						
5/25/2012	Teems, Curtis D	Direct...	Paycheck		Billing Account-706	-560.33
	Total Teems, Curtis D					<u>-560.33</u>
TOTAL						<u><u>-11,575.83</u></u>