



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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Business Meeting Minutes June 12, 2012

Board members in attendance were Brenda Beckmann, Ronnie Fell, Tess Marra and Scott Robinson. A quorum was present. Jack Bridges, KLVAC attorney and Bob Thomas, fire board commissioner elect were also present. Membership attendance is reflected in the monthly attendance roster.

1. Call to Order

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

2. Announcements

- Birthdays for the month of June are Jacque Bello and Michael Summers.
- Ronnie Fell reported that the new training mannequin has arrived.
- The grant for the lifts for the ambulances was approved
- Bob Thomas and Marilyn Beyer were unopposed for fire board seats; Tony Allen and Kent Van Winkle will vie for one seat; Tom Tharp and George Mirabella will vie for the remaining seat.
- Brenda Beckmann will coordinate July 4th parade participation.
- There will be a July 4th celebration at the Murray Nelson Government Center during the evening. It has been requested that an ambulance be there.

3. Approval of Minutes

Tess Marra motioned to approve the May 8, 2012 minutes. Brenda Beckmann seconded. Motion passed unanimously.

4. Treasurer's Report

Tess Marra reported a balance of \$284,199 in all the accounts. Brenda Beckmann motioned to approve the treasurer's report. Scott Robinson seconded. Motion passed unanimously. Tess Marra explained that due to switching to the accrual method of accounting, the figures in the treasurer's report do not reflect the actual amount of money in the bank.

5. Committee Reports

No committee reports.

6. Legal Report

Jack Bridges informed the board that there is a Florida ethics form (8B) that must be completed when a board member abstains from voting, He will provide board members with the form. Reference the pending worker's compensation case, he has been in contact with the attorney handling the case and will keep KLVAC informed. He will email the attorney's phone number to each board member.

7. Membership Review

All members are in good standing.

8. Old Business

A. District Budget Review

Ronnie Fell reported the District Board requested the KLVAC budget be kept to a 10% increase.

B. Ronnie Fell reported that Rescue 74 is at the shop waiting for a special part; Rescue 76 is in the shop; rescue 75 had an air conditioning issue repaired.

9. New Business

A. Jerry Cunningham Scholarship

Three board members were in favor of distributing the funds currently in the bank and not continuing the fund. One member favored continuing the fund. Jack Bridges will look into ways for distribution.

10. Membership Discussion

No discussion.

11. Adjournment

There being no further business, motion was made by Ronnie Fell and seconded by Scott Robinson to adjourn. Motion carried unanimously.

Meeting adjourned at 6:55pm.

Pamela Johnson
Recording Secretary

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

June 2012

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$217,994.57	-\$23,189.02	\$22,604.24	\$1,198.98	\$3,064.97	\$227,640.08	\$449,312.82
Revenues							
Interest	2.18		1.19				902.76
Medical Fees	19,276.40		3.18			896.21	19,276.40
Medical Transcripts				16.00			16.00
KL Fire Rescue & EMS Reimb				12,795.19			12,795.19
Donations				35.00			35.00
Rent Income							0.00
Educational Income				165.00			165.00
Uncollected Income/Adjustmts	19,825.08						19,825.08
Total Revenues	\$39,103.66	\$12,847.38	\$3.18	\$165.00	\$0.00	\$896.21	\$53,015.43
Expenditures							
Awards, Banquet, Plaques							0.00
Licenses & Permits							0.00
Medical Billing Refunds	352.19						352.19
Payroll Expenses	22,333.01	12,045.89					34,378.90
Training Classes		1,360.00					1,360.00
Professional Fees	2,707.66	30.00					2,737.66
Postage and Delivery							0.00
Dues & Memberships		330.00					330.00
Taxes (FL Dept of Rev)							0.00
Supplies		1,173.10					1,173.10
Total Expenditures	\$25,392.86	\$14,938.99	\$0.00	\$0.00	\$0.00	\$0.00	40,331.85
Ending Balance	\$231,705.37	-\$25,280.63	\$22,607.42	\$1,363.98	\$3,064.97	\$228,536.29	\$461,997.40

Key Largo Volunteer Ambulance Corps Monthly & Year to Date Summary Report For Month of June 2012				
		Fiscal	Comparison Last FY To Date	Diff. This Year Vs Last Year YTD
Workloads	Current Month*	Year to Date		
Total Runs Billed	78	543	524	19
Net Revenue	Current Month	Year to Date	Comparison Last FY To Date	
Gross Charges	\$44,584.17	\$314,560.82	\$305,856.88	\$8,703.94
Credit Adjustments (Total)	\$3,119.77	\$30,631.56		
Medicare	\$1,323.20	\$11,237.47		
Medicaid	\$1,394.57	\$13,203.94		
Approved Write-offs	\$402.00	\$5,465.59		
Other Govt W/O	\$0.00	\$441.02		
Trauma District	\$0.00	\$0.00		
Retained By Collections Agent	\$0.00	\$283.54		
Adjusted Charges	\$41,464.40	\$283,929.26		
Deposits	\$22,383.10	\$194,503.80	\$175,886.68	\$18,617.12
Charge Adjust or Refunds**	\$352.19	\$1,513.30		
Adjusted Income	\$22,030.91	\$192,990.50		10.58%
Receivables:	Current Month			
As of 6/30/12				
Total Receivables ****	\$194,308.63			
Current Bad Debt	\$33,477.62			
* 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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Overtime Justification for Key Largo EMS Medic Payroll

Weeks Ending 06/09/12 & 06/16/12

R Fell	12 hours OT	Two 24 hour shifts equals 8 hours OT per week. In early (7am) two days the first week, and left early (5am) two days the second week. Thus 10 hours OT the first week and 2 hours OT the second week.
F Jones	19.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. In early (6am) one day and held over (9:30am) one day the first week. Thus 11.5 hours OT the first week and 8 hours OT the second week.
E Mesa	18 hours OT	Two 24 hour shifts equals 8 hour OT per week. Held over (9am) one day and was late (10am) one day the first week. In early (6am) one day and held over (9am) the second week. Thus worked 7 hours of OT the first week and worked 11 hours OT the second week.
C Smith	12 hours OT	Two 24 hour shifts equals 8 hour OT per week. Thus worked 8 hours OT the first week and 8 hours OT the second week.

12:27 AM.
06/20/12

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
June 22, 2012

Date	Name	Num	Type	Memo	Account	Amount
Form 941						
6/22/2012	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-2,907.37
Total Form 941						-2,907.37
Bock, Donald						
6/22/2012	Bock, Donald	Direct...	Paycheck		Billing Account-706	-587.17
Total Bock, Donald						-587.17
Cruciger, David A						
6/22/2012	Cruciger, David A	Direct...	Paycheck		Billing Account-706	-530.77
Total Cruciger, David A						-530.77
Faktor, James W						
6/22/2012	Faktor, James W	9733	Paycheck		Billing Account-706	-568.44
Total Faktor, James W						-568.44
Fell, Ronald J						
6/22/2012	Fell, Ronald J	9734	Paycheck		Billing Account-706	-1,019.44
Total Fell, Ronald J						-1,019.44
Fernandez, Daniel L						
6/22/2012	Fernandez, Daniel L	Direct...	Paycheck		Billing Account-706	-552.71
Total Fernandez, Daniel L						-552.71
Jones, Franky R.						
6/22/2012	Jones, Franky R.	9735	Paycheck		Billing Account-706	-1,554.72
Total Jones, Franky R.						-1,554.72
Linares, Edwin A						
6/22/2012	Linares, Edwin A	Direct...	Paycheck		Billing Account-706	-485.58
Total Linares, Edwin A						-485.58
Mesa, Eduardo A						
6/22/2012	Mesa, Eduardo A	Direct...	Paycheck		Billing Account-706	-1,153.74
Total Mesa, Eduardo A						-1,153.74
Smith (transfer), Cecilia						
6/22/2012	Smith (transfer), Ce...	Direct...	Paycheck		Billing Account-706	-1,326.99
Total Smith (transfer), Cecilia						-1,326.99
Teems, Curtis D						
6/22/2012	Teems, Curtis D	Direct...	Paycheck		Billing Account-706	-518.32
Total Teems, Curtis D						-518.32
TOTAL						-11,205.25

Overtime Justification for Key Largo EMS Medic Payroll

Weeks Ending 06/23/12 & 06/30/12

R Fell	14.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. In early (7am) one day the first week, held over (10am & 9:30am) one day each week, and left early (5am) one day both weeks. Thus 8 hours OT the first week and 6.5 hours OT the second week.
F Jones	16.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. Held over (8:30am) day one day the second week. Thus 8 hours OT the first week and 8.5 hours OT the second week.
E Linares	6.5 hours OT	Two 24 hour shifts equals 8 hour OT per week. In early (6:30am) one day and left early(5am) one day the first week. Thus worked 6.5 hours of OT the first week and no OT the second week (only worked one day).
C Smith	6.5 hours OT	Two 24 hour shifts equals 8 hour OT per week. Thus worked no hours OT the first week (only worked one day) and 6.5 hours OT the second week – left early (5:30am) and in early (1 hour) one day.
C Teems	6 hours OT	Two 24 hour shifts equals 8 hour OT per week. Thus worked 8 hours OT the first week and 8 hours OT the second week.

8:15 AM
07/05/12

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
July 6, 2012

Date	Name	Num	Type	Memo	Account	Amount
Form 941						
7/6/2012	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-2,739.19
Total Form 941						-2,739.19
Bock, Donald						
7/6/2012	Bock, Donald	Direct...	Paycheck		Billing Account-706	-594.07
Total Bock, Donald						-594.07
Cruciger, David A						
7/6/2012	Cruciger, David A	Direct...	Paycheck		Billing Account-706	-552.71
Total Cruciger, David A						-552.71
Faktor, James W						
7/6/2012	Faktor, James W	9736	Paycheck		Billing Account-706	-568.44
Total Faktor, James W						-568.44
Fell, Ronald J						
7/6/2012	Fell, Ronald J	9737	Paycheck		Billing Account-706	-1,058.45
Total Fell, Ronald J						-1,058.45
Fernandez, Daniel L						
7/6/2012	Fernandez, Daniel L	Direct...	Paycheck		Billing Account-706	-552.71
Total Fernandez, Daniel L						-552.71
Jones, Franky R.						
7/6/2012	Jones, Franky R.	9738	Paycheck		Billing Account-706	-1,499.34
Total Jones, Franky R.						-1,499.34
Linares, Edwin A						
7/6/2012	Linares, Edwin A	Direct...	Paycheck		Billing Account-706	-746.12
Total Linares, Edwin A						-746.12
Mesa, Eduardo A						
7/6/2012	Mesa, Eduardo A	Direct...	Paycheck		Billing Account-706	-557.19
Total Mesa, Eduardo A						-557.19
Smith (transfer), Cecilia						
7/6/2012	Smith (transfer), Ce...	Direct...	Paycheck		Billing Account-706	-978.42
Total Smith (transfer), Cecilia						-978.42
Teems, Curtis D						
7/6/2012	Teems, Curtis D	Direct...	Paycheck		Billing Account-706	-778.75
Total Teems, Curtis D						-778.75
TOTAL						-10,625.39