



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 August 14, 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. Armando Soutullo Update
8. Old Business
 - A. Update of Leave of Absence Policy/actually "Bylaw Policy"
 - B. Other Old Business
9. New Business
 - A. Creation of Bylaw Review Committee
 - B. Board Nominations
 - C. Other New Business
10. Membership Discussion
11. Adjournment



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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Business Meeting Minutes August 14, 2012

Board members in attendance were Brenda Beckmann, Russ Cullen, Ronnie Fell, Jackie Harder, Edwin Linares, and Tess Marra. A quorum was present. Jack Bridges, KLVAC attorney was 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 August are Leo Bello, Megan Franks, Franky Jones and Scott Robinson.
 - Thank you to those who attended National Night Out
 - Rescue 74 has been repaired, Rescue 75 is having a gearbox changed.
 - The next budget meeting is August 27. The District is still requesting that any increase be kept to 10%. Chief Bock has stated that any additional cuts will affect operation of the Corps.
 - President Fell has received correspondence from Publix stating that DOT is evaluating the need for street lighting.
3. Approval of Minutes
Jackie Harder motioned to approve the July 10, 2012 minutes. Tess Marra seconded. Motion passed unanimously.
4. Treasurer's Report
Tess Marra reported a balance of \$282,778. Jackie Harder motioned to approve the treasurer's report. Edwin Linares seconded. Motion passed unanimously.
5. Committee Reports
Brenda Beckmann reported that batteries in two AED's at the Murray Nelson Center will be replaced and then it will be a couple of years before any replacements are needed.
6. Legal Report
Jack Bridges relayed information regarding the Jerry Cunningham Scholarship. A Selection Committee will consist of Kay Cullen, Ken Edge, and Brenda Beckmann who will act as chair. George Mirabella will be an alternate should Kay choose not to be on the committee. Jackie Harder motioned to have the committee establish the statement of purpose and the eligibility recommendations and bring that information to the September 11 meeting. The deadline date for submission of an applicant letter of request will be December 3. Edwin Linares seconded. Motion passed unanimously.
7. Membership Review
 - A. Armando Soutullo Update
There was no response to the termination letter sent to Armando Soutullo; therefore his membership is terminated.

8. Old Business

A. Update of Leave of Absence Policy/actually "Bylaw Policy"

This issue will be discussed when a Bylaw Review Committee is formed.

B. Other Old Business

None

9. New Business

A. Creation of Bylaw Review Committee

A committee consisting of the following people will review the Bylaws: Jack Bridges, Jackie Harder, Scott Robinson, Donald Bock, Eric Fundora and Tess Marra.

B. Board Nominations

The following people were nominated for board positions:

Jackie Harder and Ronnie Fell were nominated. They will retain their seats as no one was nominated to run against them.

Four people were nominated for Seat 4 currently held by Edwin Linares. The nominees are Edwin Linares, Eric Fundora, Edward Child, and Leo Bello.

The nominating committee will ensure that candidates are eligible and are willing to run.

C. Other New Business

There was none.

10. Membership Discussion

There was none.

11. Adjournment

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

Meeting adjourned at 7:20pm.

Pamela Johnson
Recording Secretary

Key Largo Volunteer Ambulance Corps				
Monthly & Year to Date Summary Report				
For Month of August 2012		This	Comparison	Diff 2009
Workloads	Current Month*	Fiscal	Last FY	Vs 2008
		Year to Date	To Date	YTD
Total Runs Billed	64	683	663	20
				3.02%
Net Revenue	Current Month	Year to Date	Comparison	
			Last FY	
			To Date	
Gross Charges	\$37,174.49	\$394,742.22	\$387,056.56	\$7,685.66
Credit Adjustments (Total)	\$2,618.94	\$38,996.51		
Medicare	\$1,548.51	\$13,873.74		
Medicaid	\$800.73	\$17,799.14		
Approved Write-offs	\$0.00	\$6,329.37		
Other Govt W/O	\$269.70	\$710.72		
Trauma District	\$0.00	\$0.00		
Retained By Collections Agent	\$0.00	\$283.54		
Adjusted Charges	\$34,555.55	\$355,745.71		
Deposits	\$25,108.83	\$237,586.32	\$211,697.76	\$25,888.56
Charge Adjust or Refunds**	\$138.75	\$2,165.99		
Adjusted Income	\$24,970.08	\$235,420.33		
Receivables	Current Month			
As of August 31, 2012				
Total Receivables ****	\$201,222.99			
Current Bad Debt	\$36,536.72			
* 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 \$913,683.18 in uncollected accounts placed with Collection agency 2002 to present				
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**Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
August 2012**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$223,005.74	-\$26,879.18	\$22,609.78	\$1,363.95	\$3,064.97	\$228,536.29	\$452,651.55
<u>Revenues</u>							
Interest		6.84	1.20		2.66		10.70
Medical Fees	26,843.84						26,843.84
Medical Transcripts			24.00				24.00
KL Fire Rescue & EMS Reimb			11,146.00				11,146.00
Donations							0.00
Rent Income							0.00
Educational Income				100.00			100.00
Uncollected Income/Adjustmts	9,097.50						9,097.50
Total Revenues	\$35,948.18	\$11,171.20	\$2.66	\$100.00	\$0.00	\$0.00	\$47,222.04
<u>Expenditures</u>							
Advertising/Internet							0.00
Licenses & Permits				96.00			96.00
Medical Billing Refunds	138.75						138.75
Payroll Expenses	33,227.95	11,734.67					44,962.62
Training Classes							0.00
Professional Fees	1,255.85						1,255.85
Postage and Delivery							0.00
Background Checks			96.00				96.00
Bank Service Charges	35.00		25.00				60.00
Supplies			34.39				34.39
Dues & Subscriptions		5.00					5.00
Total Expenditures	\$34,657.55	\$11,895.06	\$0.00	\$96.00	\$0.00	\$0.00	46,648.61
Ending Balance	\$225,256.37	-\$27,613.04	\$22,612.44	\$1,367.98	\$3,064.97	\$228,536.29	\$453,225.01
Adjustment to arrive at Actual	(215,356.26)	37,519.96	(11,113.61)	0.00	0.00	1,588.68	(187,361.23)
ACTUAL BALANCE @ MO END	\$9,900.11	\$9,906.92	\$11,498.83	\$1,367.98	\$3,064.97	\$230,124.97	\$265,863.78

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
August 17, 2012

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Form 941						
8/17/2012	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-2,792.35
Total Form 941						-2,792.35
Bock, Donald						
8/17/2012	Bock, Donald	Direct...	Paycheck		Billing Account-706	-600.96
Total Bock, Donald						-600.96
Cuesta, Marc-Anthony						
8/17/2012	Cuesta, Marc-Antho...	Direct...	Paycheck		Billing Account-706	-681.09
Total Cuesta, Marc-Anthony						-681.09
Faktor, James W						
8/17/2012	Faktor, James W	9746	Paycheck		Billing Account-706	-568.44
Total Faktor, James W						-568.44
Fell, Ronald J						
8/17/2012	Fell, Ronald J	9747	Paycheck		Billing Account-706	-790.59
Total Fell, Ronald J						-790.59
Fernandez, Daniel L						
8/17/2012	Fernandez, Daniel L	Direct...	Paycheck		Billing Account-706	-519.79
Total Fernandez, Daniel L						-519.79
Jones, Franky R.						
8/17/2012	Jones, Franky R.	9748	Paycheck		Billing Account-706	-1,489.78
Total Jones, Franky R.						-1,489.78
Lessard, Todd A						
8/17/2012	Lessard, Todd A	Direct...	Paycheck		Billing Account-706	-254.03
Total Lessard, Todd A						-254.03
Linares, Edwin A						
8/17/2012	Linares, Edwin A	Direct...	Paycheck		Billing Account-706	-338.89
Total Linares, Edwin A						-338.89
Mesa, Eduardo A						
8/17/2012	Mesa, Eduardo A	Direct...	Paycheck		Billing Account-706	-828.14
Total Mesa, Eduardo A						-828.14
Smith (transfer), Cecilia						
8/17/2012	Smith (transfer), Ce...	Direct...	Paycheck		Billing Account-706	-1,360.27
Total Smith (transfer), Cecilia						-1,360.27
Teems, Curtis D						
8/17/2012	Teems, Curtis D	Direct...	Paycheck		Billing Account-706	-795.07
Total Teems, Curtis D						-795.07
TOTAL						-11,019.40

Overtime Justification for Key Largo EMS Medic Payroll

Weeks Ending 08/04/12 & 08/11/12

R Fell	8 hours OT	Two 24 hour shifts equals 8 hours OT per week. Worked two days the first week and only worked one day the second week. Thus 8 hours OT the first week.
F Jones	16 hours OT	Two 24 hour shifts equals 8 hours OT per week. Worked two days each week. Thus 8 hours OT the first week and 8 hours OT the second week.
E Mesa	8 hours OT	Two 24 hour shifts equals 8 hours OT per week. Worked one day the first week and worked two days the second week. Thus 8 hours OT the second week.
C Smith	18 hours OT	Two 24 hour shifts equals 8 hour OT per week. Held over (9am) one day the each week. Thus 9 hours OT the first week and 9 hours OT the second week.
C Teems	6.25 hours OT	Two 24 hour shifts equals 8 hours OT per week. Worked one day the first week and worked two days and came in late (9:45am) one day the second week . Thus 6.25 hours OT the second week.

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
August 31, 2012

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Form 941						
8/31/2012	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-2,917.07
Total Form 941						-2,917.07
Bock, Donald						
8/31/2012	Bock, Donald	Direct...	Paycheck		Billing Account-706	-560.56
Total Bock, Donald						-560.56
Cruciger, David A						
8/31/2012	Cruciger, David A	Direct...	Paycheck		Billing Account-706	-286.36
Total Cruciger, David A						-286.36
Cuesta, Marc-Anthony						
8/31/2012	Cuesta, Marc-Antho...	Direct...	Paycheck		Billing Account-706	-1,176.87
Total Cuesta, Marc-Anthony						-1,176.87
Faktor, James W						
8/31/2012	Faktor, James W	9749	Paycheck		Billing Account-706	-265.65
Total Faktor, James W						-265.65
Fell, Ronald J						
8/31/2012	Fell, Ronald J	9750	Paycheck		Billing Account-706	-1,074.06
Total Fell, Ronald J						-1,074.06
Fernandez, Daniel L						
8/31/2012	Fernandez, Daniel L	Direct...	Paycheck		Billing Account-706	-541.73
Total Fernandez, Daniel L						-541.73
Jones, Franky R.						
8/31/2012	Jones, Franky R.	9751	Paycheck		Billing Account-706	-1,730.40
Total Jones, Franky R.						-1,730.40
Lessard, Todd A						
8/31/2012	Lessard, Todd A	Direct...	Paycheck		Billing Account-706	-276.03
Total Lessard, Todd A						-276.03
Linares, Edwin A						
8/31/2012	Linares, Edwin A	Direct...	Paycheck		Billing Account-706	-816.93
Total Linares, Edwin A						-816.93
Mesa, Eduardo A						
8/31/2012	Mesa, Eduardo A	Direct...	Paycheck		Billing Account-706	-549.82
Total Mesa, Eduardo A						-549.82
Smith (transfer), Cecilia						
8/31/2012	Smith (transfer), Ce...	Direct...	Paycheck		Billing Account-706	-511.65
Total Smith (transfer), Cecilia						-511.65
Teems, Curtis D						
8/31/2012	Teems, Curtis D	Direct...	Paycheck		Billing Account-706	-497.32
Total Teems, Curtis D						-497.32
TOTAL						-11,204.45

Overtime Justification for Key Largo EMS Medic Payroll

Weeks Ending 08/18/12 & 08/25/12

M Cuesta	19.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. Worked two days each week. In early (5:30am) one day and held over (9am) one day the first week. Thus 11.5 hours OT the first week and 8 hours OT the second week.
R Fell	15.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. Worked two days each week. Held over (9am) one day and left early (5am) one day the first week; held over (9am) one day and in early (7:30am) one day the second week. Thus 6 hours OT the first week and 9.5 hours OT the second week.
F Jones	29 hours OT	Two 24 hour shifts equals 8 hours OT per week. Worked two days each week. In early (6am) one day and held over (7pm) one day the second week. Thus 8 hours OT the first week and 21 hours OT the second week.
E Linares	5.5 hours OT	Two 24 hour shifts equals 8 hours OT per week. Worked two days and left early (5:30am) one day the first week and worked one day the second week. Thus 5.5 hours OT the first week.