

KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting February 9, 2016 Agenda

- 1. Call to Order
- 2. Announcements
- 3. Public Comment
- 4. Approval of Minutes
- 5. Treasurer's Report
- 6. Committee Reports
- 7. Legal Report
- 8. Membership Review
- 9. Old Business
 - A. Appointment of Board Members
- 10. New Business
 - A. 12 of 28 New Volunteers Begin
 - B. Training Opportunities--Active Shooter at School/MCI Training in April
 - C. Other New Business
- 11. Membership Discussion
- 12. Adjournment



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Key Largo Volunteer Ambulance Corps, Inc. Business Meeting January 12, 2016

Board members in attendance were Dawn DeBrule, Ken Edge, Tess Marra, Scott Robinson, and Jackie Silverman. Chief Donald Bock was in attendance as well as District Board members, Kay Cullen and George Mirabella. A quorum was present. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 6;30pm by President Robinson.

2. Announcements

 Birthdays for the month of January are: Jim Factor, Kay Cullen, Kelly Gargen, Steve Pino, Louie Fajardo.

3. Public Comment

Tomas Mirabella asked why the pledge was not recited at each meeting.

4. Approval of Minutes

Tess Marra moved approval of the November 10, 2015 minutes seconded by Dawn DeBrule. Motion passed unanimously.

5. Treasurer's Report

Tess Marra reported a balance of \$303,763 as of December 31, 2015. Jackie Silverman moved approval of the treasurer's report seconded by Ken Edge. Motion passed unanimously. Chief Bock reported that the corps had 3 CD's which he combined into one 21 month CD for a total of \$180,000.

6. Committee Reports

No reports.

7. Legal Report

No report.

8. Membership Review

Tess Marra reported that Mehr Malek contacted her to say she was resigning from the corps. The board requested that she send written notice of her resignation and return her equipment.

9. Old Business

A. Other Old Business

No other old business.

KLVAC Business Meeting January 12, 2016

10. New Business

A. Volunteer Testing-January 9

Chief Bock reported 28 to 30 people showed up to test. He will be tallying scores.

B. Personnel Policy

Ronnie Fell developed a Personnel Policy for the ambulance corps using the fire department's personnel policies as a basic model but with a few changes. Discussion followed and the paid paramedic section was removed. Ken Edge moved approval of the policy as written with the paid paramedic section removed seconded by Tess Marra. Dawn Debrule then requested a typing error be removed. Ken Edge amended his motion to approve the policy based on the recommended changes with Chief Bock's approval. Motion was seconded by Tess Marra and passed unanimously.

C. Open Board Positions

President Robinson requested an email from anyone interested in serving as a board member to fill the two vacant positions formerly held by Brenda Beckmann and Marc Cuesta.

D. Other New Business

Brenda Beckmann is recruiting for an EMT class.

11. Membership Discussion

Chief Bock reported that Rescue 74 broke down on its way home from being repaired at the Ford dealer. It was towed back to the Ford dealer.

12. Adjournment

Ken Edge moved adjournment seconded by Dawn DeBrule. Motion passed unanimously. Meeting adjourned at 6:50pm.

Pamela Johnson Recording Secretary Original message -----

From: Chris Jones <cjones@keylargofire.com>

Date: 02/01/2016 2:56 PM (GMT-05:00)

To: scott robinson <robinson3507@comcast.net>

Subject: Board position

Good afternoon Scott,

I am interested in the position of board member for the key Largo emergency medical services Corporation. I have been a member for over seven years and I feel that my knowledge and experience can help the corporation. I currently hold a board position on the KeyLargo fire department corporation as well.

Thank you and have a nice day.

Lt. Chris Jones

Key Largo Fire Department

1 East Drive

Key Largo, FL 33037

O: 305-451-2700

C: <u>954-234-8077</u> F: <u>305-451-4699</u>

Ciones@keylargofire.com

Key Largo Volumeer Ambulance Corp Inc. Treasurer's Report February 2016

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Total	\$296,824.00	3.37	0.00 16,357.33 11,612.12 0.00	0.00	\$45,227.63	125.00	0.00 37,823.00	0.00 848.72 96.00	4.08	77.95 80.00 \$ 39,117.75	\$302,933.88	302,933.90 6,171.48 \$309,105.38
Certificates of Deposit	\$232,786.70				\$0.00					\$0.00	\$232,786.70	232,786.70 0.00 \$232,786.70
Cunningham Scholarship	\$0.00				\$0.00					\$0.00	\$0.00	00.0
February 2016 ing CPR unt Account	\$2,132.63				\$0.00					\$77.95	\$2,054.68	2,054.68 0.00 \$2,054.68
Febru Building Account	\$11,531.56	0.91			\$0.91					\$0.00	\$11,532.47	11,532.49 -0.02 \$11,532.47
Corp	\$48,229.48	1.96	16,357.33		\$16,359.29	125.00	14,560.87	96.00	28.00	80.00	\$49,634.82 (7,942.25)	41,692.57 2,962.80 \$44,655.37
Billing Account	\$2,143.63	0.50 23,335.54	11,612.12	-6,080.73	\$28,867.43		23,262.13	788.72	35.00	\$24,085.85	\$6,925.21	14,867.46 3,208.70 \$18,076.16
	Beginning Balance	Revenues Interest Medical Fees Medical Transcripts	KL Fire Rescue & EMS Reimb Donations Misc. Income - Supplies&Netflix	Uncollected Income/Adjustmts CD Interest	Total Revenues	Expenditures Dues & Memberships Medical Billing Refunds	Payroll Expenses Postage & Delivery	Professional Fees Background Checks Tolls	Bank Service Charges Supplies	Repairs Total Expenditures	Ending Balance TRANSFERS	balance before Adjustment Adjustment to arrive at Actual ACTUAL BALANCE @ MO END

Transaction Date	2/1
Transaction Date	2/29
Company Code	Key Largo Volunteer Ambulance Corps

	AR Previous Balance:	\$180,328.22
	Qty	Amounts
Advanced Life Support Emergent	67	\$46,342.73
ALS 2 ER BASE RATE	1	\$944.97
Basic Life Support Emergent	17	\$11,348.27
Charges	85	\$58,635.97

Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT		(\$21,667.67)
2-WRITE OFF INS		(\$8,081.36)
Bad Debt Non Collection		(\$2,924.16)
BAD DEBT PAYMENT REVERSAL		\$28.57
DEBIT		\$521.92
Hardship W/O		(\$597.54)
INVOICE		\$49,519.39
Invoice Prior Periods		\$10,548.33
INVOICE REVERSAL		(\$1,431.75)
Negotiated Discount		(\$67.64)
Refunds Insurance		\$162.94
Write Off to Collections		(\$31,219.44)
Accounts Receival	ble Change	(\$5,208.41)



Key Largo Volunteer Ambulance Corp., Inc. Payroll Transactions by Payee February 12, 2016

Date	Name	Nun	Туре	Memo	Account	Amount
American Funds 02/12/2016	American Funds	ONL.	. Liability Check	DAVE CRU	Corp Account- 406	-204.27
Total American Fu	unds					-204.2
Form 941 02/12/2016	Form 941	EFT	Liability Check	59-168253	Billing Account-706	-3,715.04
Total Form 941					5	-3,715.04
Arana, Jaime E 02/12/2016	Arana, Jaime E	DIR	Paycheck		Billing Account-706	-1,258.20
Total Arana, Jaime	e E				Dilling Account-700	
Barnes, Edwin A	Barnes, Edwin A	DIR	Paycheck		Billing Account 700	-1,258.20
Total Barnes, Edw		D11111	ayonoon		Billing Account-706	-903.12
Bock, Donald	Bock, Donald	DIR	Payehook		Dilling Assessed 200	-903.12
Total Bock, Donald	500 Sept. 40. 1 Property (Co.) 100 Sept. 1 Sept. 100 Se	DIM	Paycheck		Billing Account-706	-619.11
Cruciger, David A						-619.11
02/12/2016 C	Cruciger, David A	DIR,	Paycheck		Billing Account-706	-498.01
Total Cruciger, Day						-498.01
02/12/2016 E	i Ikoury, Elizabeth	DIR	Paycheck		Corp Account- 406	-1,271.31
Total Elkoury, Eliza	beth					-1,271.31
Fell, Ronald J 02/12/2016 Fe	ell, Ronald J	DIR	Paycheck		Billing Account-706	-1,033.34
Total Fell, Ronald J						-1,033.34
Irizarry, Eugene 02/12/2016 Iri	zarry, Eugene	10047	Paycheck		Billing Account-706	-290.28
Total Irizarry, Euger	ne		•			-290.28
Jones, Christophe 02/12/2016 Jo	r J nes, Christoph	DIR	Paycheck		Billing Account-706	-866.18
Total Jones, Christo			Si Bara Anton Southern		oming ricodom 700	-866.18
opez, Casey A						-500.10
	pez, Casey A	DIR	Paycheck	E	Billing Account-706	-329.47
Total Lopez, Casey	A					-329.47
Marin, Pedro L 02/12/2016 Ma	arin, Pedro L	DIR	Paycheck	E	Billing Account-706	-904.50
Total Marin, Pedro L					-	-904.50
Pinzon, Oscar S 02/12/2016 Pir	nzon, Oscar S	DIR	Paycheck	E	Billing Account-706	-316.29
otal Pinzon, Oscar			•		_	-316.29
chussheim, Adam 02/12/2016 Sci	L hussheim, Ad	DIR	Paycheck		illing Assount 706	
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mith (transfer), Ce	ecilia	DID	Davishasi			-560.56
02/12/2016 Sm otal Smith (transfer)		טות,	Paycheck	В	illing Account-706 _	-1,129.96
	, Octina				-	-1,129.96
ΓAL					=	-13,899.64

Key Largo Volunteer Ambulance Corp., Inc. Payroll Transactions by Payee February 26, 2016

Total American Funds	Date	Name	Num	Туре	Memo	Account	Amount
Form 941		nerican Funds	ONL	Liability Check	DAVE CRU	Corp Account- 406	-189.50
Coziz Gizota Form 941 EFT Liability Check 59-168253 Billing Account-706	Total American Funds						-189,50
Arana, Jalme E 02/26/2016 Arana, Jalme E DIR Paycheck Billing Account-706		rm 941	EFT	Liability Check	59-168253	Billing Account-706	-3,520.70
02/26/2016 Arana, Jaime E DIR Paycheck Billing Account-706 -1 Total Arana, Jaime E -1 -1 -1 -1 Barnes, Edwin A 0/2/67/2016 Barnes, Edwin A -2 -2 Total Barnes, Edwin A DIR Paycheck Billing Account-706 -2 Total Bock, Donald Cruciger, David A -2 -2 Cruciger, David A DIR Paycheck Billing Account-706 -4 Total Cruciger, David A DIR Paycheck Billing Account-706 -4 Elkoury, Elizabeth DIR Paycheck Corp Account-406 -1,2 Total Erlury, Elizabeth DIR Paycheck Billing Account-706 -1,2 Fell, Ronald J DIR Paycheck Billing Account-706 -1,0 Total Fell, Ronald J DIR Paycheck Billing Account-706 -1,0 Total Fell, Ronald J DIR Paycheck Billing Account-706 -5 Total Fell, Ronald J Drace, Cristopher J Drace, Cristopher J	Total Form 941						-3,520.70
Barnes, Edwin A 0/2/6/2016 Barnes, Edwin A DIR Paycheck Billing Account-706 2-7 Total Barnes, Edwin A Bock, Donald O/2/6/2016 Bock, Donald DIR Paycheck Billing Account-706 2-8 Total Bock, Donald Cruciger, David A O/2/6/2016 Cruciger, David A DIR Paycheck Billing Account-706 2-8 Total Cruciger, David A DIR Paycheck Billing Account-706 2-8 Total Cruciger, David A DIR Paycheck Corp Account-406 2-1,2 Total Elkoury, Elizabeth O/2/6/2016 Elkoury, Elizabeth DIR Paycheck Corp Account-406 1-1,2 Total Elkoury, Elizabeth DIR Paycheck Billing Account-706 1-1,0 Total Fell, Ronald J O/2/6/2016 Fell, Ronald J DIR Paycheck Billing Account-706 1-1,0 Total Fell, Ronald J Dirizarry, Eugene Dones, Christopher J O/2/26/2016 Jones, Christoph DIR Paycheck Billing Account-706 1-5 Total Jones, Christopher J Dicyz, Casey A O/2/26/2016 Lopez, Casey A DIR Paycheck Billing Account-706 1-5 Total Lopez, Casey A DIR Paycheck Billing Account-706 1-1,1 Total Marin, Pedro L O/2/26/2016 Marin, Pedro L DIR Paycheck Billing Account-706 1-1,1 Total Pinzon, Oscar S D/2/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 1-5 Total Pinzon, Oscar S Schussheim, Adam L D/2/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 1-5 Total Schussheim, Adam L Smith (transfer), Cecilia O/2/26/2016 Smith (transfer), DIR Paycheck Billing Account-706 1-3 Total Smith (transfer), Cecilia O/2/26/2016 Smith (transfer), DIR Paycheck Billing Account-706 1-3 Total Smith (transfer), Cecilia		ana, Jaime E	DIR	Paycheck		Billing Account-706	-632.56
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O2/26/2016 Jones, Christoph DIR Paycheck Billing Account-706 -5 Total Jones, Christopher J -5 Lopez, Casey A O2/26/2016 Lopez, Casey A DIR Paycheck Billing Account-706 -3 Total Lopez, Casey A O2/26/2016 Marin, Pedro L O2/26/2016 Marin, Pedro L DIR Paycheck Billing Account-706 -1,1 Total Marin, Pedro L Pinzon, Oscar S O2/26/2016 Pinzon, Oscar S DIR Paycheck Billing Account-706 -5 Total Pinzon, Oscar S Schussheim, Adam L O2/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 -5 Total Schussheim, Adam L O2/26/2016 Schussheim, Adam L Smith {transfer}, Cecilia O2/26/2016 Smith {transfer}, DIR Paycheck Billing Account-706 -1,3 Total Smith {transfer}, Cecilia O2/26/2016 Smith {transfer}, DIR Paycheck Billing Account-706 -1,3	Total Irizarry, Eugene	9					-603.56
Lopez, Casey A 02/26/2016 Lopez, Casey A DIR Paycheck Billing Account-706 -3 Marin, Pedro L 02/26/2016 Marin, Pedro L DIR Paycheck Billing Account-706 -1,1 Total Marin, Pedro L Pinzon, Oscar S 02/26/2016 Pinzon, Oscar S DIR Paycheck Billing Account-706 -5 Total Pinzon, Oscar S Schussheim, Adam L 02/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 -5 Schussheim, Adam L 02/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 -5 Total Schussheim, Adam L 02/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 -5 Total Schussheim, Adam L Smith {transfer}, Cecilia 02/26/2016 Smith {transfer}, DIR Paycheck Billing Account-706 -1,33 Total Smith {transfer}, Cecilia -1,33			DIR	Paycheck		Billing Account-706	-534.77
O2/26/2016 Lopez, Casey A Total Lopez, Casey A Marin, Pedro L O2/26/2016 Marin, Pedro L DIR Paycheck Billing Account-706 -3 Marin, Pedro L O2/26/2016 Marin, Pedro L Pinzon, Oscar S O2/26/2016 Pinzon, Oscar S DIR Paycheck Billing Account-706 -1,1 Pinzon, Oscar S Schussheim, Adam L O2/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 -5 Schussheim, Adam L O2/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 -5 Schussheim, Adam L DIR Paycheck Billing Account-706 -5 Total Schussheim, Adam L Smith {transfer}, Cecilia O2/26/2016 Smith {transfer}, DIR Paycheck Billing Account-706 -1,3 Total Smith {transfer}, Cecilia -1,3	Total Jones, Christop	her J					-534.77
Marin, Pedro L 02/26/2016 Marin, Pedro L DIR Paycheck Billing Account-706 -1,1 Total Marin, Pedro L Pinzon, Oscar S 02/26/2016 Pinzon, Oscar S DIR Paycheck Billing Account-706 -5 Total Pinzon, Oscar S Schussheim, Adam L 02/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 -5 Total Schussheim, Adam L 02/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 -5 Total Schussheim, Adam L 5 Smith {transfer}, Cecilia 02/26/2016 Smith {transfer}, DIR Paycheck Billing Account-706 -1,30 -		ez, Casey A	DIR	Paycheck		Billing Account-706	-306.27
02/26/2016 Marin, Pedro L DIR Paycheck Billing Account-706 -1,1 Total Marin, Pedro L -1,1 Pinzon, Oscar S	Total Lopez, Casey A	1					-306.27
Pinzon, Oscar S 02/26/2016 Pinzon, Oscar S DIR Paycheck Billing Account-706 -5 Total Pinzon, Oscar S Schussheim, Adam L 02/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 -5 Total Schussheim, Adam L Smith {transfer}, Cecilia 02/26/2016 Smith {transfer}, DIR Paycheck Billing Account-706 -1,30 Total Smith {transfer}, Cecilia -1,31		rin, Pedro L	DIR	Paycheck		Billing Account-706	-1,175.39
02/26/2016 Pinzon, Oscar S DIR Paycheck Billing Account-706 -5 Total Pinzon, Oscar S -5 Schussheim, Adam L 02/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 -5 Total Schussheim, Adam L Smith {transfer}, Cecilia 02/26/2016 Smith {transfer}, DIR Paycheck Billing Account-706 -1,33 Total Smith {transfer}, Cecilia -1,33	Total Marin, Pedro L						-1,175.39
Schussheim, Adam L 02/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 -5 Total Schussheim, Adam L Smith {transfer}, Cecilia 02/26/2016 Smith {transfer}, DIR Paycheck Billing Account-706 -1,33 Total Smith {transfer}, Cecilia -1,33		zon, Oscar S	DIR	Paycheck		Billing Account-706	-596.56
02/26/2016 Schussheim, Ad DIR Paycheck Billing Account-706 -5 Total Schussheim, Adam L Smith {transfer}, Cecilia 02/26/2016 Smith {transfer}, DIR Paycheck Billing Account-706 -1,3: Total Smith {transfer}, Cecilia -1,3:	Total Pinzon, Oscar S	S					-596,56
Smith (transfer), Cecilia 02/26/2016 Smith (transfer), DIR Paycheck Billing Account-706 -1,38 Total Smith (transfer), Cecilia -1,38			DIR	Paycheck		Billing Account-706	-516.85
02/26/2016 Smith {transfer}, DIR Paycheck Billing Account-706 -1,38	Total Schussheim, A	dam L					-516.85
to de la communicación de			DIR	Paycheck		Billing Account-706	-1,355.17
-13,10	Total Smith (transfer)	, Cecilia					-1,355.17
	TAL						-13,102.86