



~~KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.~~
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~~98600 Overseas Highway Key Largo, Florida 33037 Phone: 305-451-2766 Fax: 305-451-1562~~
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Business Meeting
August 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
 - A. Requests for Reimbursement
 - B. Luis Campos Resignation
9. Old Business
 - A. Budget Update
 - B. New Medical Director Discussion
 - C. Other Old Business
10. New Business
 - A. Social Media Policy
 - B. Other New Business
11. Membership Discussion
12. Adjournment

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

Board members in attendance were Dawn DeBrule, Ken Edge, Chris Jones, Pedro Marin, Tess Marra, and Jackie Silverman. District Board members Kay Cullen and George Mirabella were also in attendance. A quorum was present. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 6:30pm by Vice-President Ken Edge.
2. Announcements
 - Kudos to crews on duty over the July 4th weekend, in particular the cardiac arrest call
 - Happy Birthday to: Edward Barnes, Thomas Mirabella, Jonathan Varela, and Amanda Wilson.
3. Public Comment
No comment.
4. Approval of Minutes
Dawn DeBrule, seconded by Pedro Marin moved approval of the June 14, 2016 minutes. Motion carried.
5. Treasurer's Report
Tess Marra reported a balance of \$309,510.88 as of June 30, 2016. Jackie Silverman, seconded by Dawn DeBrule moved approval of the treasurer's report. Motion carried.
6. Committee Reports
Pedro Marina stated that a committee of Thomas Mirabella, Dawn DeBrule, Pedro Marin, and Travis Wilson has been formed to have an awards dinner.
7. Legal Report
No report.
8. Membership Review
Tess Marra reported there are quite a few empty shifts. Please sign up.
9. Old Business
 - A. Budget Update
Chris Jones reported the district board had no questions about the budget. District Commissioner Kay Cullen thanked the board for bringing in "a nice, tight budget".
 - B. New Ambulance Update
Ronnie Fell reported the final inspection should be sometime in August.
 - C. Handtevy PEDI Bag Purchase Update
Ken Edge reported that Upper Keys Marine Construction (Dawn DeBrule) has donated funds to purchase the Handtevy program and equipment.

KLVAC Business Meeting
July 12, 2016

D. Other Old Business
None

10. New Business

A. Letters Sent to Last Group Tested Requesting they Become Volunteers
Five of the last group tested have responded they are interested.

B. Medical Director
Pedro Marin suggested that the corps look into hiring a new medical director. Tess Marra moved to table the item until Chief Bock attends a board meeting seconded by Dawn DeBrule. Motion carried.

C. Other New Business
.None.

11. Membership Discussion

Brian Lozano will be resigning from the corps as he was hired by Marian County.

12. Adjournment

Dawn DeBrule, seconded by Pedro Marin, moved adjournment. Motion carried. Meeting adjourned at 6:40pm.

Pamela Johnson
Recording Secretary

KEY LARGO VOLUNTEER AMBULANCE COPRS

Title: SOCIAL MEDIA POLICY

Date: 08/05/2016

Approved By:

Supersedes: ALL EXISTING

1. PURPOSE: The purpose of this document is to define and regulate the use of social media by Key Largo Volunteer Ambulance Corps employees and volunteers.

2. DEFINITIONS:

- a. Social media: forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content. The term social media includes, but is not limited to, social networking sites such as Facebook, Myspace, LinkedIn, Twitter, and YouTube
- b. KLEMS social media site: a social media site created, maintained and controlled by KLEMS.
- c. Personal social media: social media content maintained and controlled by an individual employee or volunteer member of KLEMS.

3. SCOPE: This policy applies to the use of personal social media relating to an employee's or volunteer's duties, and to social media on KLEMS social media sites.

4. KLEMS SOCIAL MEDIA SITES:

- a. KLEMS social media sites shall not be created without the approval of the KLEMS Fire Chief or the KLEMS Fire Chief's designee.
- b. All content posted on KLEMS social media sites shall be approved by the Fire Chief or the Fire Chief's designee.
- c. Social media content on KLEMS social media sites shall adhere to all applicable laws, regulations and policies including the records management and retention requirements set by law and regulation.

5. PERSONAL SOCIAL MEDIA:

- a. No information, videos or pictures gathered while on KLEMS business (including emergency calls, meetings, drills, details, trainings or anything obtained on organization property or at organization functions) may be shared or posted in any format without the approval and written consent of the Fire Chief or the Fire Chief's designee.

KEY LARGO VOLUNTEER AMBULANCE COPRS

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b. Speech that impairs the performance of KLEMS, undermines discipline and harmony among co-workers, or negatively affects the public perception of KLEMS or Key Largo Volunteer Fire Department is prohibited and may be sanctioned.

c. Social media content shall adhere to all applicable laws, regulations and KLEMS policies.

6. GUIDELINES FOR USE OF PERSONAL SOCIAL MEDIA:

a. Do not share confidential or proprietary information of KLEMS or Key Largo Volunteer Fire Department.

b. Do not violate KLEMS or Key Largo Volunteer Ambulance Corps policies and procedures.

c. Do not display KLEMS or Key Largo Volunteer Ambulance Corps logos, uniforms or similar identifying items without prior written permission.

d. Do not publish any materials that could reasonably be considered to represent the views or positions of KLEMS or Key Largo Volunteer Ambulance Corps without authorization.

7. OWNERSHIP OF DATA AND MONITORING:

a. Key Largo Volunteer Ambulance Corps owns the right to all data files in any Key Largo Volunteer Fire Department owned computer, network, cell phone or other information system.

b. Key Largo Volunteer Ambulance Corps also reserves the right to monitor electronic mail messages (including text and instant messaging systems) and their content created, viewed or accessed on San Juan County computers, networks and cell phones

8. NONCOMPLIANCE:

a. Inappropriate use of social media may result in disciplinary actions, up to and including termination as an employee or volunteer member of KLEMS.

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b. KLEMS employees and volunteers must comply with Key Largo Volunteer Ambulance Corps Computer Use Policy in addition to the Key Largo Volunteer Ambulance Corps Fire Department Social Media Policy.

08/01/16

Closing Balance

| | |
|------------------|-------------------------------------|
| Transaction Date | 7/1 |
| Transaction Date | 7/31 |
| Company Code | Key Largo Volunteer Ambulance Corps |

AR Previous Balance: \$171,471.67

| | Qty | Amounts |
|--------------------------------|-----------|--------------------|
| Advanced Life Support Emergent | 61 | \$42,740.01 |
| ALS 2 ER BASE RATE | 4 | \$3,610.83 |
| Basic Life Support Emergent | 17 | \$11,177.01 |
| Charges | 82 | \$57,527.85 |

Transaction Type Summary - Charges - Payments and Write Offs

| | |
|-----------------------------------|--------------------|
| 1-PAYMENT | (\$20,116.33) |
| 2-WRITE OFF INS | (\$5,935.12) |
| Bad Debt Non Collection | (\$3,521.50) |
| BAD DEBT PAYMENT REVERSAL | \$225.00 |
| DEBIT | \$4.54 |
| INVOICE | \$52,557.01 |
| Invoice Prior Periods | \$6,997.22 |
| INVOICE REVERSAL | (\$2,026.38) |
| Medicare Discount | (\$154.82) |
| Refunds Patient | \$895.18 |
| Write Off to Collections | \$653.89 |
| Accounts Receivable Change | \$29,578.69 |

| | |
|-------------------------------|---------------------|
| Total Balance Forward: | \$201,050.36 |
|-------------------------------|---------------------|

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
July 15, 2016

| Date | Name | Num | Type | Memo | Account | Amount |
|----------------------------------|-----------------------|--------|-----------------|--------------|---------------------|-------------------|
| American Funds | | | | | | |
| 07/15/2016 | American Funds | ONL... | Liability Check | DAVE CRU... | Corp Account- 406 | -241.10 |
| Total American Funds | | | | | | -241.10 |
| Form 941 | | | | | | |
| 07/15/2016 | Form 941 | EFT... | Liability Check | 59-168253... | Billing Account-706 | -3,592.47 |
| Total Form 941 | | | | | | -3,592.47 |
| Arana, Jaime E | | | | | | |
| 07/15/2016 | Arana, Jaime E | DIR... | Paycheck | | Billing Account-706 | -619.38 |
| Total Arana, Jaime E | | | | | | -619.38 |
| Barnes, Edwin A | | | | | | |
| 07/15/2016 | Barnes, Edwin A | DIR... | Paycheck | | Billing Account-706 | -560.55 |
| Total Barnes, Edwin A | | | | | | -560.55 |
| Bock, Donald | | | | | | |
| 07/15/2016 | Bock, Donald | DIR... | Paycheck | | Billing Account-706 | -619.11 |
| Total Bock, Donald | | | | | | -619.11 |
| Campos, Luis A | | | | | | |
| 07/15/2016 | Campos, Luis A | DIR... | Paycheck | | Billing Account-706 | -583.56 |
| Total Campos, Luis A | | | | | | -583.56 |
| Cruciger, David A | | | | | | |
| 07/15/2016 | Cruciger, David A | DIR... | Paycheck | | Billing Account-706 | -882.44 |
| Total Cruciger, David A | | | | | | -882.44 |
| Elkoury, Elizabeth | | | | | | |
| 07/15/2016 | Elkoury, Elizabeth | DIR... | Paycheck | | Corp Account- 406 | -1,271.31 |
| Total Elkoury, Elizabeth | | | | | | -1,271.31 |
| Fell, Ronald J | | | | | | |
| 07/15/2016 | Fell, Ronald J | DIR... | Paycheck | | Billing Account-706 | -1,082.31 |
| Total Fell, Ronald J | | | | | | -1,082.31 |
| Irizarry, Eugene | | | | | | |
| 07/15/2016 | Irizarry, Eugene | DIR... | Paycheck | | Billing Account-706 | -316.28 |
| Total Irizarry, Eugene | | | | | | -316.28 |
| Jones, Christopher J | | | | | | |
| 07/15/2016 | Jones, Christoph... | DIR... | Paycheck | | Billing Account-706 | -242.89 |
| Total Jones, Christopher J | | | | | | -242.89 |
| Marin, Pedro L | | | | | | |
| 07/15/2016 | Marin, Pedro L | DIR... | Paycheck | | Billing Account-706 | -965.98 |
| Total Marin, Pedro L | | | | | | -965.98 |
| Pinzon, Oscar S | | | | | | |
| 07/15/2016 | Pinzon, Oscar S | DIR... | Paycheck | | Billing Account-706 | -596.55 |
| Total Pinzon, Oscar S | | | | | | -596.55 |
| Schussheim, Adam L | | | | | | |
| 07/15/2016 | Schussheim, Ad... | DIR... | Paycheck | | Billing Account-706 | -560.57 |
| Total Schussheim, Adam L | | | | | | -560.57 |
| Smith {transfer}, Cecilia | | | | | | |
| 07/15/2016 | Smith {transfer}, ... | DIR... | Paycheck | | Billing Account-706 | -1,390.87 |
| Total Smith {transfer}, Cecilia | | | | | | -1,390.87 |
| TOTAL | | | | | | -13,525.37 |

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
 July 29, 2016

| Date | Name | Num | Type | Memo | Account | Amount |
|---------------------------------------|-----------------------|--------|-----------------|---------------|---------------------|-----------|
| American Funds | | | | | | |
| 07/29/2016 | American Funds | ONL... | Liability Check | DAVE CRU... | Corp Account- 406 | -180.32 |
| Total American Funds | | | | | | -180.32 |
| Florida Unemployment Comp Fund | | | | | | |
| 07/29/2016 | Florida Unemplo... | ONL... | Liability Check | Account 12... | Billing Account-706 | -55.98 |
| Total Florida Unemployment Comp Fund | | | | | | -55.98 |
| Form 941 | | | | | | |
| 07/29/2016 | Form 941 | EFT... | Liability Check | 59-168253... | Billing Account-706 | -3,697.17 |
| Total Form 941 | | | | | | -3,697.17 |
| Arana, Jaime E | | | | | | |
| 07/29/2016 | Arana, Jaime E | DIR... | Paycheck | | Billing Account-706 | -632.56 |
| Total Arana, Jaime E | | | | | | -632.56 |
| Barnes, Edwin A | | | | | | |
| 07/29/2016 | Barnes, Edwin A | DIR... | Paycheck | | Billing Account-706 | -560.57 |
| Total Barnes, Edwin A | | | | | | -560.57 |
| Bock, Donald | | | | | | |
| 07/29/2016 | Bock, Donald | DIR... | Paycheck | | Billing Account-706 | -647.45 |
| Total Bock, Donald | | | | | | -647.45 |
| Campos, Luis A | | | | | | |
| 07/29/2016 | Campos, Luis A | DIR... | Paycheck | | Billing Account-706 | -341.81 |
| Total Campos, Luis A | | | | | | -341.81 |
| Charafardin Jr., Raynier | | | | | | |
| 07/29/2016 | Charafardin Jr., ... | DIR... | Paycheck | | Billing Account-706 | -52.71 |
| Total Charafardin Jr., Raynier | | | | | | -52.71 |
| Cruciger, David A | | | | | | |
| 07/29/2016 | Cruciger, David A | DIR... | Paycheck | | Billing Account-706 | -485.80 |
| Total Cruciger, David A | | | | | | -485.80 |
| Elkoury, Elizabeth | | | | | | |
| 07/29/2016 | Elkoury, Elizabeth | DIR... | Paycheck | | Corp Account- 406 | -1,271.31 |
| Total Elkoury, Elizabeth | | | | | | -1,271.31 |
| Fell, Ronald J | | | | | | |
| 07/29/2016 | Fell, Ronald J | DIR... | Paycheck | | Billing Account-706 | -1,196.54 |
| Total Fell, Ronald J | | | | | | -1,196.54 |
| Irizarry, Eugene | | | | | | |
| 07/29/2016 | Irizarry, Eugene | DIR... | Paycheck | | Billing Account-706 | -342.64 |
| Total Irizarry, Eugene | | | | | | -342.64 |
| Jones, Christopher J | | | | | | |
| 07/29/2016 | Jones, Christoph... | DIR... | Paycheck | | Billing Account-706 | -293.37 |
| Total Jones, Christopher J | | | | | | -293.37 |
| Marin, Pedro L | | | | | | |
| 07/29/2016 | Marin, Pedro L | DIR... | Paycheck | | Billing Account-706 | -1,192.17 |
| Total Marin, Pedro L | | | | | | -1,192.17 |
| Pinzon, Oscar S | | | | | | |
| 07/29/2016 | Pinzon, Oscar S | DIR... | Paycheck | | Billing Account-706 | -362.00 |
| Total Pinzon, Oscar S | | | | | | -362.00 |
| Schussheim, Adam L | | | | | | |
| 07/29/2016 | Schussheim, Ad... | DIR... | Paycheck | | Billing Account-706 | -903.13 |
| Total Schussheim, Adam L | | | | | | -903.13 |
| Smith {transfer}, Cecilia | | | | | | |
| 07/29/2016 | Smith {transfer}, ... | DIR... | Paycheck | | Billing Account-706 | -1,390.88 |
| Total Smith {transfer}, Cecilia | | | | | | -1,390.88 |

**Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
July 2016**

| | Corp Account | Building Account | CPR Account | Cunningham Scholarship | Certificates of Deposit | Total |
|---------------------------------|--------------|------------------|-------------|------------------------|-------------------------|--------------|
| Beginning Balance | \$22,197.80 | \$41,077.00 | \$11,536.32 | \$1,793.14 | \$0.00 | \$232,906.62 |
| Revenues | | | | | | |
| Interest | 0.44 | 1.96 | 0.97 | | | 3.37 |
| Medical Fees | 17,331.42 | 43.00 | | | | 17,374.42 |
| Medical Transcripts | | | | | | 0.00 |
| KL Fire Rescue & EMS Reimb | | 22,556.16 | | | | 22,556.16 |
| Donations | | 1,758.95 | | | | 1,758.95 |
| Misc. Income - Supplies&Netflix | | | | | | 0.00 |
| Educational Income | | | 35.00 | | | 35.00 |
| Uncollected Income/Adjustmts | 30,111.81 | | | | | 30,111.81 |
| CD Interest | | | | | | |
| Total Revenues | \$47,443.67 | \$24,360.07 | \$0.97 | \$35.00 | \$0.00 | \$71,839.71 |
| Expenditures | | | | | | |
| Repairs | | 160.00 | | | | 160.00 |
| Medical Billing Refunds | 895.18 | | | | | 895.18 |
| Payroll Expenses | 34,705.12 | 16,237.48 | | | | 50,942.60 |
| Postage & Delivery | | | | | | 0.00 |
| Professional Fees | 1,452.94 | 1,245.00 | | | | 2,697.94 |
| Background Checks | | | | | | 0.00 |
| Internet Services | | | | | | 0.00 |
| Bank Service Charges | 35.00 | 29.40 | | | | 64.40 |
| Supplies | | 1,997.55 | | | | 1,997.55 |
| License | | 25.00 | | | | 25.00 |
| Total Expenditures | \$37,088.24 | \$19,694.43 | \$0.00 | \$0.00 | \$0.00 | \$56,782.67 |
| Ending Balance | \$32,553.23 | \$45,742.64 | \$11,537.29 | \$1,828.14 | \$0.00 | \$232,906.62 |
| TRANSFERS | (3,782.79) | 3,782.79 | 0.00 | 0.00 | | |
| Balance before Adjustment | 28,770.44 | 49,525.43 | 11,537.29 | 1,828.14 | 0.00 | 324,567.92 |
| Adjustment to arrive at Actual | -25,926.34 | -5,156.77 | 0.00 | 0.00 | 0.00 | -31,083.11 |
| ACTUAL BALANCE @ MO END | \$2,844.10 | \$44,368.66 | \$11,537.29 | \$1,828.14 | \$0.00 | \$232,906.62 |