



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, Inc. Business Meeting November 8, 2016

Board members in attendance were Dawn DeBrule, Ken Edge, Tess Marra, Pedro Marin, Scott Robinson and Jackie Silverman. Chief Donald Bock and District Board member Kay Cullen 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 President Robinson.
2. Announcements
 - Congratulations to Pedro Marin on the birth of his daughter.
3. Public Comment
No public comment.
4. Approval of Minutes
Tess Marra, seconded by Ken Edge moved approval of the October 11, 2016 minutes. Motion carried.
5. Treasurer's Report
Tess Marra reported a balance of \$291,417.59 as of October 31, 2016. Dawn DeBrule, seconded by Pedro Marin moved approval of the treasurer's report. Motion carried.
6. Committee Reports
Just a reminder the banquet will be held December 9 at the Marriott Banquet Hall.
7. Legal Report
No report.
8. Membership Review
Tess Marra reported no problems and shifts are being filled.
9. Old Business
 - A. New Ambulance Delivered
The new ambulance has been delivered and will be in service within a few days. Ronnie Fell has stocked the ambulance with much help from Oscar Pinzon. Thank you to both.
 - B. Other Old Business
No old business

**KLVAC Business Meeting
November 8, 2016**

10. New Business

A. Appointment of Board Members

President Robinson reported that the following seats were unopposed and those currently holding the position retain their seats: Scott Robinson in Seat 2, Pedro Marin in Seat 4 and Dawn DeBrule in Seat 6.

B. Standard Operating Procedures Update

Dawn Debrule moved approval of the Standard Operating Procedure Policy pending changes to update the Table of Contents seconded by Pedro Marin. Motion carried.

C. Other New Business

No new business.

11. Membership Discussion

Testing will be held for volunteers and paid personnel on December 17.

Dawn Debrule reported the Christmas tree lighting will be held on November 26 at the Murray Nelson Government building.

12. Adjournment

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

Pamela Johnson
Recording Secretary



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KEY LARGO EMS TOTAL STATISTICS FOR NOVEMBER 2016

TOTAL CALLS.....	104
TRANSPORTS.....	75
ALS.....	60
BLS.....	39
PEDI.....	0
CARDIAC AREST.....	1
TRAUMA ALERT.....	6
BACK-UP.....	13
PUBLIC ASSIST	5
CANCEL.....	7
ARRIVAL TIME	6.90
SCENE TIME	22.55

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

December 2016

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$11,442.53	\$38,284.80	\$11,541.14	\$2,133.14	\$0.00	\$232,906.62	\$296,308.23
<u>Revenues</u>							
Interest							
Medical Fees	0.25	1.51	0.97				2.73
Medical Transcripts	25,476.15						25,476.15
KL Fire Rescue & EMS Reimb		10,211.40					10,211.40
Donations							0.00
Educational Income							0.00
Uncollected Income/Adjustmts	11,980.72						0.00
CD Interest							11,980.72
Total Revenues	\$37,457.12	\$10,212.91	\$0.97	\$0.00	\$0.00	\$0.00	\$47,671.00
<u>Expenditures</u>							
Awards, Banquet, Plaques, etc							
Medical Billing Refunds		3,793.81					3,793.81
Payroll Expenses	446.34						446.34
Postage & Delivery	34,513.25	16,637.33					51,150.58
Professional Fees	1,587.55	1,200.00					0.00
Background Checks							2,787.55
Internet Services							0.00
Bank Service Charges	72.00	27.40					0.00
Supplies		137.82					99.40
Licenses and Permits							137.82
Total Expenditures	\$36,619.14	\$21,796.36	\$0.00	\$0.00	\$0.00	\$0.00	\$58,415.50
Ending Balance	\$12,280.51	\$26,701.35	\$11,542.11	\$2,133.14	\$0.00	\$232,906.62	\$285,563.73
TRANSFERS	6,000.00	(6,000.00)	0.00		0.00		
Balance before Adjustment	18,280.51	20,701.35	11,542.11	2,133.14	0.00	232,906.62	285,563.73
Adjustment to arrive at Actual	-16,062.30	4,089.74	0.00	0.00	0.00	0.00	-11,972.56
ACTUAL BALANCE @ MO END	\$2,218.21	\$24,791.09	\$11,542.11	\$2,133.14	\$0.00	\$232,906.62	\$273,591.17

Closing Balance

Transaction Date	12/1/16
Transaction Date	12/31/16
Company Code	Key Largo Volunteer Ambulance Corps

AR Previous Balance: \$148,726.45

	Qty	Amounts
Advanced Life Support Emergent	57	\$39,469.51
ALS 2 ER BASE RATE	4	\$3,599.56
BALANCE FORWARD	1	\$48.74
Basic Life Support Emergent	27	\$18,004.50
Charges	89	\$61,122.31

Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT	(\$25,720.45)
2-WRITE OFF INS	(\$8,800.39)
Bad Debt Non Collection	(\$949.89)
BAD DEBT PAYMENT REVERSAL	\$20.00
CREDIT	(\$0.20)
DEBIT	\$12.54
INVOICE	\$42,434.36
Invoice Prior Period Reversals	(\$2,029.30)
Invoice Prior Periods	\$21,379.49
INVOICE REVERSAL	(\$662.24)
Refunds Patient	\$279.39
Write Off to Collections	(\$12,404.06)
Accounts Receivable Change	\$13,559.25

Total Balance Forward:	\$162,285.70
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12/15/16

Key Largo Volunteer Ambulance Corp., Inc. Payroll Transactions by Payee December 16, 2016

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
American Funds						
12/16/2016	American Funds	ONLI...	Liability Check	DAVIE CRU...	Corp Account- 406	-46.24
						-46.24
Total American Funds						
Form 941						
12/16/2016	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-3,742.30
						-3,742.30
Total Form 941						
Arana, Jaime E						
12/16/2016	Arana, Jaime E	DIRE...	Paycheck		Billing Account-706	-316.28
						-316.28
Total Arana, Jaime E						
Barnes, Edwin A						
12/16/2016	Barnes, Edwin A	DIRE...	Paycheck		Billing Account-706	-1,178.63
						-1,178.63
Total Barnes, Edwin A						
Bock, Donald						
12/16/2016	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-295.72
						-295.72
Total Bock, Donald						
Charafardin Jr., Raynier						
12/16/2016	Charafardin Jr., Ray...	DIRE...	Paycheck		Billing Account-706	-916.58
						-916.58
Total Charafardin Jr., Raynier						
Cruciger, David A						
12/16/2016	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-192.90
						-192.90
Total Cruciger, David A						
Elkoury, Elizabeth						
12/16/2016	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,171.31
						-1,171.31
Total Elkoury, Elizabeth						
Irizarry, Eugene						
12/16/2016	Irizarry, Eugene	DIRE...	Paycheck		Billing Account-706	-316.27
						-316.27
Total Irizarry, Eugene						
Lopez-Vasconez, Nicholas						
12/16/2016	Lopez-Vasconez, Ni...	DIRE...	Paycheck		Billing Account-706	-266.92
						-266.92
Total Lopez-Vasconez, Nicholas						
Marin, Pedro L						
12/16/2016	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-1,192.17
						-1,192.17
Total Marin, Pedro L						
Pinzon, Oscar S						
12/16/2016	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-923.58
						-923.58
Total Pinzon, Oscar S						
Schussheim, Adam L						
12/16/2016	Schussheim, Adam L	DIRE...	Paycheck		Billing Account-706	-1,543.92
						-1,543.92
Total Schussheim, Adam L						
Smith (transfer), Cecilia						
12/16/2016	Smith (transfer), Ce...	DIRE...	Paycheck		Billing Account-706	-1,425.59
						-1,425.59
Total Smith (transfer), Cecilia						
TOTAL						-13,528.41

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12/29/16

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
December 30, 2016

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
American Funds						
12/30/2016	American Funds	ONLI...	Liability Check	DAVE CRUC...	Corp Account- 406	-88.62
Total American Funds						<u>-88.62</u>
Form 941						
12/30/2016	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-3,587.50
Total Form 941						<u>-3,587.50</u>
Arana, Jaime E						
12/30/2016	Arana, Jaime E	DIRE...	Paycheck		Billing Account-706	-632.56
Total Arana, Jaime E						<u>-632.56</u>
Barnes, Edwin A						
12/30/2016	Barnes, Edwin A	DIRE...	Paycheck		Billing Account-706	-560.56
Total Barnes, Edwin A						<u>-560.56</u>
Bock, Donald						
12/30/2016	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-632.78
Total Bock, Donald						<u>-632.78</u>
Charafardin Jr., Raynier						
12/30/2016	Charafardin Jr., Ray...	DIRE...	Paycheck		Billing Account-706	-639.10
Total Charafardin Jr., Raynier						<u>-639.10</u>
Cruciger, David A						
12/30/2016	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-461.40
Total Cruciger, David A						<u>-461.40</u>
Elkoury, Elizabeth						
12/30/2016	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,171.31
Total Elkoury, Elizabeth						<u>-1,171.31</u>
Irizarry, Eugene						
12/30/2016	Irizarry, Eugene	DIRE...	Paycheck		Billing Account-706	-289.93
Total Irizarry, Eugene						<u>-289.93</u>
Lopez-Vasconez, Nicholas						
12/30/2016	Lopez-Vasconez, Ni...	DIRE...	Paycheck		Billing Account-706	-290.28
Total Lopez-Vasconez, Nicholas						<u>-290.28</u>
Marin, Pedro L						
12/30/2016	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-1,235.48
Total Marin, Pedro L						<u>-1,235.48</u>
Pinzon, Oscar S						
12/30/2016	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-1,249.40
Total Pinzon, Oscar S						<u>-1,249.40</u>
Schussheim, Adam L						
12/30/2016	Schussheim, Adam L	DIRE...	Paycheck		Billing Account-706	-1,195.40
Total Schussheim, Adam L						<u>-1,195.40</u>
Smith (transfer), Cecilia						
12/30/2016	Smith (transfer), Ce...	DIRE...	Paycheck		Billing Account-706	-1,442.43
Total Smith (transfer), Cecilia						<u>-1,442.43</u>
TOTAL						<u><u>-13,476.75</u></u>