



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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## Key Largo Volunteer Ambulance Corps Business Meeting Minutes April 12, 2011

Board members in attendance were Russ Cullen, Tess Marra, Scott Robinson and Linda Lee Sawart. A quorum was present. Also in attendance were Chief Donald Bock and Jack Bridges, Corps attorney. Membership attendance is reflected in the monthly attendance roster.

### 1. Call to Order

Meeting was called to order at 6:30pm by Vice-President, Scott Robinson.

### 2. Announcements

- Birthdays for the month of April are Angie Benbow, Danny Fernandez and Natali Tao.
- There will be a Kid's Health Day on April 17 from 1:00 to 4:00pm at Key Largo Park. An ambulance will leave the building at 12:30.
- Training for the MCI drill will be held on April 19 at 6:30pm at Station 25 with drill to follow at Rowell's Marina.
- Tess Marra moved to approve Dave Cruciger's request for a leave of absence for three to six months due to his kidney transplant. Linda Lee Sawart seconded. Motion passed unanimously.
- A blood drive will be held on April 21 at the Office Depot shopping area for Dave and his wife, Cindy. Cindy is Dave's kidney donor.
- Donald reported that he had received a letter of resignation from Russ Anderson.

### 3. Approval of Minutes

Tess Marra moved to accept minutes from the March 8, 2011 meeting; Russ Cullen seconded. Motion unanimously approved. Russ Cullen moved to accept the minutes from the special BOD meetings on March 15, 2011 and March 25, 2011. Linda Lee Sawart seconded. Motion passed unanimously.

### 4. Treasurer's Report

Tess Marra reported a balance of \$264,135. An explanation of the negative balance in the treasurer's account was forwarded by the accountant and is available for viewing in the KLVAC office. Russ Cullen moved to accept the treasurer's report; Linda Lee Sawart seconded. Motion passed unanimously.

### 5. Committee Reports

Committee reports are available for viewing in the KLVAC office.

#### Chief's Report

Chief Bock explained that money has been transferred from an interest bearing account into the billing account which funds the paramedic payroll. This is due to the six month time lag of receipt of monies from billing collections. These monies will be reimbursed by the District.

Med 75 is at Palmetto Ford for the fourth time. Cecilia Smith has been in contact with Ford's regional manager as well as customer service in Detroit. If there is no resolution to the matter, District's legal counsel will send a letter to Palmetto Ford requesting that our money be returned and the vehicle will be taken elsewhere for repair.

Thank you very much to Carol Poulisse, Cecelia Smith, Tess Marra, and Brenda Beckmann for all their hard work and a wonderful job for the awards banquet.

Thank you, also, to Jack Bridges for his hard work on the contract.

6. Legal Report

Attorney Bridges reported the contract has been signed eleven months after negotiations began. The District must be provided, within thirty days, KLVAC's disciplinary policy, administrative rules, Standard Operating Guidelines, a written procedure for maintenance of certain records. He will provide a written list of the information required. He suggested that all information be presented at the same time.

The District Administrator has been hired. He has the right to inspect all District property and review all public records.

As requested, he has looked into the procedure for suspending/terminating inactive members. Members not active for more than ninety days are contacted and if there is no appeal within thirty days, he/she is automatically terminated. Per the new contract should an employee be terminated for reasons other than being inactive, unemployment may have to be paid, but KLVAC cannot be sued for reinstatement with back pay and payment of attorney fees.

As per the discussion above, Russ Cullen moved to have the roster reviewed every month to keep membership current. EMT Supervisor George Mirabella will provide the results as part of his report each month. Tess Marra seconded. Motion passed unanimously.

Jack suggested the board approve ex post facto the two week contract extension proposed by the District. No action was taken.

Jack praised the board for their good work with the contract.

7. Old Business

A. Contract Update

Donald reported that the contract has been signed and is in effect for three years.

The ambulance may now be purchased.

The District Board will now only review policy and procedures; not approve.

KLVAC drug policy will be the one used by Monroe County EMS and does not need to mirror the fire department's drug policy.

8. New Business

A. Update of District Board Meeting on March 28, 2011

Discussed above.

9. Membership Discussion

Charles Sommers has completed paramedic school. Jr. Aulet and Marc Cuesta have a short time before they are also finished.

10. Adjournment

Motion was made by Russ Cullen and seconded by Tess Marra to adjourn. Motion carried unanimously.

Meeting adjourned at 7:00pm.

Pamela Johnson  
Recording Secretary

<b>Key Largo Volunteer Ambulance Corps</b>				
<b>Monthly &amp; Year to Date Summary Report</b>				
<b>For Month of April 2011</b>				
		<b>Fiscal</b>	<b>Comparison</b>	<b>Diff 2009</b>
<b>Workloads</b>	<b>Current Month*</b>	<b>Year to Date</b>	<b>Last FY</b>	<b>Vs 2008</b>
			<b>To Date</b>	<b>YTD</b>
<b>Total Runs Billed</b>	62	412	385	27
<b>Net Revenue</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Comparison</b>	
			<b>Last FY</b>	
			<b>To Date</b>	
<b>Gross Charges</b>	\$36,312.84	\$240,001.36	\$229,709.93	\$10,291.43
<b>Credit Adjustments (Total)</b>	\$2,110.40	\$26,314.70		
<b>Medicare</b>	\$820.76	\$9,644.32		
<b>Medicaid</b>	\$822.38	\$14,128.06		
<b>Approved Write-offs</b>	\$252.20	\$1,544.71		
<b>Other Govt W/O</b>	\$215.06	\$699.41		
<b>Trauma District</b>	\$0.00	\$0.00		
<b>Retained By Collections Agent</b>	\$0.00	\$298.20		
<b>Adjusted Charges</b>	\$34,202.44	\$213,686.66		
<b>Deposits</b>	\$14,658.71	\$140,325.32	\$140,264.25	\$61.07
<b>Charge Adjust or Refunds**</b>	\$332.43	\$2,189.36		
<b>Adjusted Income</b>	\$14,326.28	\$138,135.96		
<b>Receivables</b>	<b>Current Month</b>			
<b>As of 4/30/11</b>				
<b>Total Receivables</b>	\$175,630.63			
<b>Current Bad Debt</b>	\$50,652.94			
* 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 \$782,721.23 in uncollected accounts placed with Collection agency 2002 to present				
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**Key Largo Volunteer Ambulance Corp Inc.  
Treasurer's Report  
April 2011**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
<b>Beginning Balance</b>	\$180,431.32	-\$10,631.87	\$20,968.56	\$480.42	\$3,064.97	\$247,107.13	\$441,420.53
<b>Revenues</b>							
Interest	1.73	1.79	0.00				3.52
Medical Fees	14,893.77						14,893.77
Medical Transcripts		0.00					0.00
KL Fire Rescue & EMS Reimb	20,690.59	11,150.00					31,840.59
Donations		0.00					0.00
Transfer from Corp Acct in Feb		0.00		361.20			361.20
Educational Income		0.00		0.00			0.00
Uncollected Income	59,331.08						59,331.08
<b>Total Revenues</b>	\$94,917.17	\$11,151.79	\$0.00	\$361.20	\$0.00	\$0.00	\$106,430.16
<b>Expenditures</b>							
Awards, Banquet, Plaques	0.00	670.00	0.00				670.00
Bank Service Charges	64.00	0.00					64.00
Medical Billing Refunds	202.44	0.00					202.44
Payroll Expenses	33,552.75	12,042.17					45,594.92
Current Bad Debt	50,652.94	0.00					50,652.94
Professional Fees	1,754.64	0.00					1,754.64
Postage and Delivery		3.09					3.09
Dues & Memberships		0.00		5.00			5.00
Repairs		0.00		0.00			0.00
Supplies		115.39					115.39
<b>Total Expenditures</b>	\$86,226.77	\$12,835.65	\$0.00	\$0.00	\$0.00	\$0.00	\$99,062.42
<b>Ending Balance</b>	\$189,121.72	-\$12,315.73	\$20,968.56	\$841.62	\$3,064.97	\$247,107.13	\$448,788.27

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**Key Largo Volunteer Ambulance Corp., Inc.**  
**Payroll Transactions by Payee**  
**April 15 - 18, 2011**

Date	Name	Num	Type	Memo	Account	Amount
<b>Form 941</b>						
4/18/2011	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account	-2,865.68
Total Form 941						-2,865.68
<b>Bello, Leonardo</b>						
4/15/2011	Bello, Leonardo	9595	Paycheck		Billing Account	-275.03
Total Bello, Leonardo						-275.03
<b>Bock, Donald</b>						
4/15/2011	Bock, Donald	Direct...	Paycheck		Billing Account	-321.10
Total Bock, Donald						-321.10
<b>Cruciger, David A</b>						
4/15/2011	Cruciger, David A	Direct...	Paycheck		Billing Account	-551.71
Total Cruciger, David A						-551.71
<b>Faktor, James W</b>						
4/15/2011	Faktor, James W	9592	Paycheck		Billing Account	-592.56
Total Faktor, James W						-592.56
<b>Fell, Ronald J</b>						
4/15/2011	Fell, Ronald J	9593	Paycheck		Billing Account	-970.30
Total Fell, Ronald J						-970.30
<b>Fernandez, Daniel L</b>						
4/15/2011	Fernandez, Daniel L	Direct...	Paycheck		Billing Account	-274.38
Total Fernandez, Daniel L						-274.38
<b>Jones, Franky R.</b>						
4/15/2011	Jones, Franky R.	9594	Paycheck		Billing Account	-1,891.53
Total Jones, Franky R.						-1,891.53
<b>Linares, Edwin A</b>						
4/15/2011	Linares, Edwin A	Direct...	Paycheck		Billing Account	-983.86
Total Linares, Edwin A						-983.86
<b>Mesa, Eduardo A</b>						
4/15/2011	Mesa, Eduardo A	Direct...	Paycheck		Billing Account	-872.28
Total Mesa, Eduardo A						-872.28
<b>Smith {transfer}, Cecilia</b>						
4/15/2011	Smith {transfer}, Ce...	Direct...	Paycheck		Billing Account	-641.39
Total Smith {transfer}, Cecilia						-641.39
<b>Teems, Curtis D</b>						
4/15/2011	Teems, Curtis D	Direct...	Paycheck		Billing Account	-856.51
Total Teems, Curtis D						-856.51
<b>TOTAL</b>						<b>-11,096.33</b>

**Key Largo Volunteer Ambulance Corp., Inc.**  
**Payroll Transactions by Payee**  
**April 29, 2011**

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>Florida Unemployment Comp Fund</b>						
4/29/2011	Florida Unemploym...	Online	Liability Check	Account 127...	Billing Account	-918.64
Total Florida Unemployment Comp Fund						<u>-918.64</u>
<b>Form 941</b>						
4/29/2011	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account	-2,918.00
Total Form 941						<u>-2,918.00</u>
<b>Bello, Leonardo</b>						
4/29/2011	Bello, Leonardo	9596	Paycheck		Billing Account	-275.03
Total Bello, Leonardo						<u>-275.03</u>
<b>Bock, Donald</b>						
4/29/2011	Bock, Donald	Direct...	Paycheck		Billing Account	-493.53
Total Bock, Donald						<u>-493.53</u>
<b>Cruciger, David A</b>						
4/29/2011	Cruciger, David A	Direct...	Paycheck		Billing Account	-286.35
Total Cruciger, David A						<u>-286.35</u>
<b>Fell, Ronald J</b>						
4/29/2011	Fell, Ronald J	9597	Paycheck		Billing Account	-1,106.21
Total Fell, Ronald J						<u>-1,106.21</u>
<b>Fernandez, Daniel L</b>						
4/29/2011	Fernandez, Daniel L	Direct...	Paycheck		Billing Account	-933.81
Total Fernandez, Daniel L						<u>-933.81</u>
<b>Jones, Franky R.</b>						
4/29/2011	Jones, Franky R.	9598	Paycheck		Billing Account	-1,494.34
Total Jones, Franky R.						<u>-1,494.34</u>
<b>Linares, Edwin A</b>						
4/29/2011	Linares, Edwin A	Direct...	Paycheck		Billing Account	-505.81
Total Linares, Edwin A						<u>-505.81</u>
<b>Mesa, Eduardo A</b>						
4/29/2011	Mesa, Eduardo A	Direct...	Paycheck		Billing Account	-985.67
Total Mesa, Eduardo A						<u>-985.67</u>
<b>Smith {transfer}, Cecilia</b>						
4/29/2011	Smith {transfer}, Ce...	Direct...	Paycheck		Billing Account	-1,356.26
Total Smith {transfer}, Cecilia						<u>-1,356.26</u>
<b>Teems, Curtis D</b>						
4/29/2011	Teems, Curtis D	Direct...	Paycheck		Billing Account	-749.35
Total Teems, Curtis D						<u>-749.35</u>
<b>TOTAL</b>						<u><u><b>-12,023.00</b></u></u>

## Key Largo EMS

### Overtime Justifications for weeks ending 04/16/10 & 04/23/11

R Fell	24 hours	OT for scheduled days (two 24 hour shifts = 8 hours OT) & in early four days for personnel leaving to go to their primary job (6:30am) and held over three times (for Don and Danny) second week. Thus 12 hours OT first week and 12 hours OT second week.
D Fernandez	6 hours	OT for scheduled days (two 24 hour shifts = 8 hours) on second week and came in late (9am) both days on second week = 6 hour OT for second week.
F Jones	16.5 hours	OT for scheduled days (two 24 hour shifts = 8 hours OT) and held over ½ hour one day. Thus 8 hours first week and 8.5 hours second week.
E Mesa	10 hours	OT for scheduled days (two 24 hour shifts = 8 hours OT) and came in early for Curtis & Don leaving early (6am) thus 10 hours OT on second week.
C Smith	18 hours	OT for scheduled days (two sets of 24 hour shifts per week) and left early (5:30am) one day each week and held over for Don (3pm) one day on second week. Thus total of 5.5 first week and 12.5 hours OT second week.



**KEY LARGO MONTHLY STATISTICAL REPORT - APRIL 2011**

Paramedic Payroll	For the Month			For the Fiscal Year		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Regular	\$ 16,944.13	\$ 20,287.46	\$ (3,343.33)	\$ 277,718.86	\$ 303,686.41	\$ (25,967.55)
Overtime	\$ 3,678.88	\$ 3,076.92	\$ 601.96	\$ 50,355.88	\$ 43,077.60	\$ 1,835.87
<b>Total</b>	<b>\$ 20,623.01</b>	<b>\$ 23,364.38</b>	<b>\$ (2,741.37)</b>	<b>\$ 328,074.74</b>	<b>\$ 346,764.01</b>	<b>\$ (18,689.27)</b>

Run Statistics	Apr-11		Apr-10		TOTAL 2011		TOTAL 2010	
Total Runs	89	117	454	408				
Transports	53	68	231	234				
ALS Calls	44	55	203	183				
Trauma Alerts	0	0	4	4				
Cardiac Arrests	0	0	3	6				
Interfacility Transports	0	0	0	0				
Back-up Calls	8	12	64	48				
Public Assists	2	3	32	20				
Pediatric Calls	5	6	17	13				
Enroute - Arrival Time	5	4.75						
Scene Time	19.4	17.2						