



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting April 10, 2018 Agenda

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes
6. Treasurer's Report
7. Committee Reports
8. Legal Report
9. Membership Review
 - A. Requests for Reimbursement
10. Old Business
 - A. Personnel on Leave of Absence
 - B. Banking Update
 - C. Other New Business
11. New Business
 - A. District Meeting Update
 - B. Hurricane Pay Scale Policy
 - C. Position Appointments
 - D. Other New Business
12. Membership Discussion
13. Adjournment



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Business Meeting April 10, 2018

Board members in attendance were Brenda Beckmann, Dawn DeBrule, Scott Robinson, and Tess Marra. A quorum was present. Chief Don Bock and District Commissioner Bob Thomas were also in attendance. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 6:30pm by President Scott Robinson.
2. Approval of Agenda
Dawn DeBrule, seconded by Brenda Beckmann, moved approval of the agenda. Motion carried.
3. Announcements
April birthday was Dawn DeBrulle.
All personnel should have received an email for instructions to have a new ID card made.
4. Public Comment
No public comment.
5. Approval of Minutes
Tess Marra, seconded by Dawn DeBrule, moved approval of the March 13, 2018 minutes. Motion carried.
6. Treasurer's Report
Tess Marra reported a balance of \$296, 165.86 as of February 28, 2018. Dawn DeBrule, seconded by Brenda Beckmann moved approval of the treasurer's report. Motion carried.
7. Committee Reports
None.
8. Legal Report
None
9. Membership Review
 - A. Requests for Reimbursement
There were no requests for reimbursement.

Tess Marra stated there are some open shifts.

President Robinson stated he will keep the third shift person on schedule as long as possible.

10. Old Business

A. Personnel on Leave of Absence

There was discussion reference members who have exceeded the time requested for a Leave of Absence. Those members will be contacted via phone and/or email or letter stating they have one month to petition the board for reinstatement.

A policy will be established for those who exceed their requested Leave of Absence time.

B. Banking Update

Chief Bock is in the process of switching accounts from Capital Bank to Centennial Bank.

C. Other Old Business

No other old business.

11. New Business

A. District Meeting Update

President Robinson stated that the District Board has discussed merging the two departments but this board will not be discussing it.

Commissioner Thomas stated that he was the one who posed the question of a merger at the District meeting to explore the options.

B. Hurricane Pay Scale Policy

Dawn DeBrule, seconded by Tess Marra moved approval of the Hurricane Pay Scale Policy. Motion carried.

C. Position Appointments

Pedro Marin is now a Captain and oversees the Q & A position held by Candace Hubbs and the training officer position now held by Roxanna Perez.

Adam Schussheim is the logistics officer and will also help with Q & A.

D. Other New Business

There was no other new business.

12. Membership Discussion

No discussion.

13. Adjournment

There being no further business, Dawn DeBrule seconded by Brenda Beckmann moved adjournment. Motion carried. Meeting adjourned at 7:00pm.

Pamela Andersen
Recording Secretary

Leave of Absence Policy

Personnel may request a "leave of absence" for a period not to exceed six months. If a member requests a leave of absence, they shall submit their request via email to the Chief and Corporate President. The request will be put on the next Business meeting agenda for consideration by the Corporate Board. If the member does not return to active membership status at or before the end of their requested leave of absence period, the member will receive notification via email that their membership has been revoked and they have thirty days to appeal to the Board of Directors for reinstatement consideration via email to the Chief and Corporate President. If a reinstatement email is received it shall be placed on the next Corporate Business meeting agenda. Personnel that are on a leave of absence shall not be considered or listed as "active status" during their leave of absence with the department.

If a member is on a leave of absence for a documented medical reason(s), the Chief will make the determination on the membership status of this person. If the Chief decides that the member should receive an email notification requesting clarification on their status, the reply might be placed on the next Business meeting agenda for consideration; however, the Chief shall make the determination whether to put this on the agenda or not. Personnel that are on a medical leave of absence shall not be considered or listed as "active status" during their leave of absence with the department.



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KEY LARGO EMS TOTAL STATISTICS FOR APRIL 2018

TOTAL CALLS.....	124
TRANSPORTS.....	70
ALS.....	73
BLS.....	22
PEDI.....	1
CARDIAC AREST.....	0
TRAUMA ALERT.....	2
BACK-UP.....	6
PUBLIC ASSIST	14
CANCEL.....	7
ARRIVAL TIME	5.45
SCENE TIME	19.10

04/19/18

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

April 20, 2018

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
American Funds						
04/20/2018	American Funds	ONLI...	Liability Check		Corp Account- 406	-124.00
Total American Funds						-124.00
Form 941						
04/20/2018	Form 941	EFTPS	Liability Check	59-1682537...	Billing Account-706	-3,625.02
Total Form 941						-3,625.02
Arana, Jaime E						
04/20/2018	Arana, Jaime E	DIRE...	Paycheck		Billing Account-706	-321.66
Total Arana, Jaime E						-321.66
Bock, Donald						
04/20/2018	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-680.12
Total Bock, Donald						-680.12
Castro, Luis R						
04/20/2018	Castro, Luis R	DIRE...	Paycheck		Billing Account-706	-720.33
Total Castro, Luis R						-720.33
Cruciger, David A						
04/20/2018	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-522.65
Total Cruciger, David A						-522.65
Elkoury, Elizabeth						
04/20/2018	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,277.32
Total Elkoury, Elizabeth						-1,277.32
Fell, Ronald J						
04/20/2018	Fell, Ronald J	DIRE...	Paycheck		Billing Account-706	-575.44
Total Fell, Ronald J						-575.44
Hubbs, Candice						
04/20/2018	Hubbs, Candice	DIRE...	Paycheck		Billing Account-706	-927.94
Total Hubbs, Candice						-927.94
Marin, Pedro L						
04/20/2018	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-329.78
Total Marin, Pedro L						-329.78
Miranda, Jesus A						
04/20/2018	Miranda, Jesus A	DIRE...	Paycheck		Billing Account-706	-2,189.04
Total Miranda, Jesus A						-2,189.04
Oporta, Ozzie						
04/20/2018	Oporta, Ozzie	DIRE...	Paycheck		Billing Account-706	-602.92
Total Oporta, Ozzie						-602.92

04/19/18

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

April 20, 2018

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Perez, Roxana M						
04/20/2018	Perez, Roxana M	DIRE...	Paycheck		Billing Account-706	-621.92
Total Perez, Roxana M						-621.92
Pinzon, Oscar S						
04/20/2018	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-636.92
Total Pinzon, Oscar S						-636.92
Schussheim, Adam L						
04/20/2018	Schussheim, Ada...	DIRE...	Paycheck		Billing Account-706	-1,277.66
Total Schussheim, Adam L						-1,277.66
TOTAL						-14,432.72

Key Largo Volunteer Ambulance Corp., Inc.

Payroll Transactions by Payee

May 4, 2018

05/02/18

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
American Funds						
05/04/2018	American Funds	ONLI...	Liability Check	DAVID CR...	Corp Account- 406	-162.14
Total American Funds						-162.14
Form 941						
05/04/2018	Form 941	EFTPS	Liability Check	59-1682537...	Billing Account-706	-3,667.55
Total Form 941						-3,667.55
Bock, Donald						
05/04/2018	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-680.13
Total Bock, Donald						-680.13
Castro, Luis R						
05/04/2018	Castro, Luis R	DIRE...	Paycheck		Billing Account-706	-678.77
Total Castro, Luis R						-678.77
Cruciger, David A						
05/04/2018	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-859.07
Total Cruciger, David A						-859.07
Elkoury, Elizabeth						
05/04/2018	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,277.34
Total Elkoury, Elizabeth						-1,277.34
Fell, Ronald J						
05/04/2018	Fell, Ronald J	DIRE...	Paycheck		Billing Account-706	-821.19
Total Fell, Ronald J						-821.19
Hubbs, Candice						
05/04/2018	Hubbs, Candice	DIRE...	Paycheck		Billing Account-706	-1,024.76
Total Hubbs, Candice						-1,024.76
Marin, Pedro L						
05/04/2018	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-659.58
Total Marin, Pedro L						-659.58
Miranda, Jesus A						
05/04/2018	Miranda, Jesus A	DIRE...	Paycheck		Billing Account-706	-1,001.57
Total Miranda, Jesus A						-1,001.57
Oporta, Ozzie						
05/04/2018	Oporta, Ozzie	DIRE...	Paycheck		Billing Account-706	-904.23
Total Oporta, Ozzie						-904.23
Perez, Roxana M						
05/04/2018	Perez, Roxana M	DIRE...	Paycheck		Billing Account-706	-1,224.55
Total Perez, Roxana M						-1,224.55

05/02/18

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

May 4, 2018

Date	Name	Num	Type	Memo	Account	Amount
Pinzon, Oscar S						
05/04/2018	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-318.61
Total Pinzon, Oscar S						-318.61
Schussheim, Adam L						
05/04/2018	Schussheim, Ada...	DIRE...	Paycheck		Billing Account-706	-940.79
Total Schussheim, Adam L						-940.79
TOTAL						-14,220.28

Transaction Date	4/1
Transaction Date	4/30
Company Code	Key Largo Volunteer Ambulance Corps

AR Previous Balance:	\$201,985.37
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	Qty	Amounts
Advanced Life Support Emergent	48	\$38,892.79
ALS 2 ER BASE RATE	3	\$3,179.99
Basic Life Support Emergent	11	\$8,204.33
Charges	62	\$50,277.11

Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT	(\$27,658.20)
2-WRITE OFF INS	(\$9,378.46)
BAD DEBT ADJ REVERSAL	\$398.23
Bad Debt Non Collection	(\$5,475.78)
BAD DEBT PAYMENT REVERSAL	\$1,803.71
COL AG> ADJUSTMENT	(\$398.23)
INVOICE	\$43,796.86
Invoice Prior Periods	\$8,055.65
INVOICE REVERSAL	(\$1,575.40)
Write Off Patient	(\$291.65)
Write Off to Collections	(\$8,620.62)
Accounts Receivable Change	\$656.11

Total Balance Forward:	\$202,641.48
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**Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
April 2018**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Centennial Bank	Total
Beginning Balance	\$31,529.19	\$16,056.10	\$11,556.56	\$1,295.32	\$0.00	\$235,328.69	\$400.00	\$296,165.86
Revenues								
Interest	1.17	0.50	0.91					2.58
Medical Fees	30,646.92							30,646.92
Medical Transcripts	16.00							16.00
KL Fire Rescue & EMS Reimb		15,607.60						15,607.60
Donations		200.00						200.00
Educational Income								0.00
Uncollected Income/Adjustmts	-2,022.79							-2,022.79
Misc Income								0.00
Total Revenues	\$28,641.30	\$15,808.10	\$0.91	\$0.00	\$0.00	\$0.00	\$0.00	\$44,450.31
Expenditures								
Awards, Banquet, Plaques, etc								0.00
Medical Billing Refunds	95.66							95.66
Payroll Expenses	24,614.04	17,789.98						42,404.02
Dues & Memberships								0.00
Professional Fees	496.63							496.63
Postage		5.80						5.80
Advertising								0.00
Bank Service Charges	35.00	30.00						65.00
Supplies								0.00
Licenses & Permits								0.00
Total Expenditures	\$25,241.33	\$17,825.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,067.11
Ending Balance	\$34,929.16	\$14,038.42	\$11,557.47	\$1,295.32	\$0.00	\$235,328.69	\$400.00	\$297,549.06
TRANSFERS	0.00	0.00	0.00	0.00	0.00	\$0.00		
Balance before Adjustment	34,929.16	14,038.42	11,557.47	1,295.32	0.00	235,328.69		297,149.06
Adjustment to arrive at Actual	-1,578.77	3,518.27	0.00	0.00	0.00	0.00		1,939.50
ACTUAL BALANCE @ MO END	\$33,350.39	\$17,556.69	\$11,557.47	\$1,295.32	\$0.00	\$235,328.69	\$400.00	\$299,488.56