

**The Minutes of the 572<sup>nd</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
July 23, 2025**

**OPEN MEETING:**

The 572<sup>nd</sup> regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Tara Mueller at 6:10 p.m. The meeting was conducted at Station 4.

**ROLL CALL:**

Directors and Administrative Personnel – Vice-Chairperson Jeremy Day conducted a roll call of those in attendance. In addition to himself, Chairperson Tara Mueller, Director Lynne Ruzicka, Director Paul Horn, Chief Jerry Appleton, Assistant Chief Andrew West, Deputy Chief Sheila Buchheit, Chief Training Officer Corey Golec, Office Manager Jennifer Ello, Mr. Mark Bishop, Legal Counsel for the District, and Mr. Rick Rognan, Treasurer for the District, were present. Director Mark Paul was expected to arrive late.

*Additional item* – Vice-Chairperson Day made a motion authorizing himself as acting Secretary in the absence of Secretary Mandy Dockery. Chairperson Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 4 to 0.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited.

**VISITORS AND GUESTS:**

Acknowledgement – Chairperson Mueller welcomed everyone to the meeting.

*Additional Item* – Chairperson Mueller motioned to excuse Secretary Mandy Dockery from the meeting. Vice-Chairperson Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 4 to 0.

Public Comments – There were none.

**MEETING MINUTES:**

Approval of the 571<sup>st</sup> Meeting Minutes from June 25, 2025 – Vice-Chairperson Day motioned to approve the minutes as presented. Director Horn seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 4 to 0.

Approval of the Executive Session Minutes from June 25, 2025 – Vice-Chairperson Day motioned to approve the minutes as presented. Director Horn seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 4 to 0.

**FINANCIALS:**

June 2025 Treasurer's Report – Mr. Rognan reviewed the preliminary Public Hearing Notice, assessments, and preliminary 2025 tax rate of \$.1233, that will be presented at the Public Hearing to be held in September.

He then reviewed the revenues and expenditures, and year-to-date balances of each, through the end of June. The District is 2.91%, about \$159,092.00, under budget at this time. Further discussion occurred regarding future planning with tax revenues and budgeting.

Chairperson Mueller motioned to approve the Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Director Horn seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 4 to 0.

July 2025 Cancellation Report – The Directors reviewed the detailed report which represented July assignments to the collection agency by EMS/MC. There were 133 accounts, from 2023, 2024, and 2025, totaling \$70,935.42.

Vice-Chairperson Day motioned to approve the Cancellation Report as presented. Director Ruzicka seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 4 to 0.

#### **COMMUNICATIONS:**

Chief's Comments – Chief Appleton reported that he had nothing to add to the three (3) Chiefs' reports that were provided. Discussion ensued. Legislative topics will be added to future Chiefs' reports.

*Director Mark Paul arrived at 6:31 p.m.*

Review Completed Patient Surveys – The Directors reviewed and discussed a patient survey.

Union Business-Shop Steward, Ashley Denman – Ms. Denman stated that she had nothing to present at this time.

#### **OLD BUSINESS:**

Station 3 & 4 Construction – Chief Appleton reported that the Station 3 property had been zoned mixed use and now needs to be rezoned to commercial use. FGM's Mr. Jerrod Joggerst should have something to present to the Board at the September meeting.

The Station 4 project is in the early design phase. FGM representatives have been here taking measurements and photos. Discussion occurred about the Homeowners' Association and Jefferson County regarding street maintenance in the subdivision.

#### **NEW BUSINESS:**

Online Bill Pay – Chief Appleton requested the Board to allow the District to pay monthly utility bills online. Discussion occurred.

Director Paul motioned to approve online payment of monthly utility bills. Director Horn seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

3.6d Uniform Policy – Chief Appleton reported that the uniform policy has been reviewed. Assistant Chief West has heard from the crews, Deputy Chief Buchheit, and Chief Training Officer Golec. The result is that the updated policy is not so specific and allows for some flexibility to accommodate the needs of our personnel. Discussion ensued.

Vice-Chairperson Day motioned to approve the changes to the uniform policy and adopt Policy 3.6d. Chairperson Mueller seconded. There being no discussion, a vote was taken, and the motion passed by majority, 4 to 1.

7.16d Documentation Policy – Chief Appleton explained that the current policy allows for duplicate Patient Care Reports (PCRs) when duty officers respond, which is not required by the State. The updated policy allows for more flexibility.

Chairperson Mueller motioned to approve the changes to the documentation policy and adopt Policy 7.16d. Director Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Capital Purchase – AEDs for Staff Vehicles – Chief Appleton explained that in 2017 AEDs were procured for Station 4 and the staff vehicles. They are close to their end of life and they are not LifePak quality. He is requesting approval to upgrade the technology. Chief Training Officer Golec explained that the AEDs are more about community use. He gave a brief demonstration. Stryker has provided a quote for five (5) new LifePak 1000's, including their ProCare warranty for seven (7) years, for \$31,908.90. The current AEDs would be repurposed for community areas. Discussion ensued.

Director Horn motioned to approve the purchase of five (5) LifePak 1000's, with the ProCare warranty, for \$31,908.90. Vice-Chairperson Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Ambulance Bid (Remount)- Pinnacle Emergency Vehicles – Chief Appleton reported that Medic 10 was placed in service in 2018 with the plan to remount it when it was due. In addition, the District is still waiting for an ambulance that was ordered two years ago. He explained what a remount is and that it saves approximately \$100,000.00 compared to a new ambulance. New warranties will come from Demers and from Ford and the remount will be performed at their Arkansas facility. The District's schedule for remounting is a truck every 8 months (at the end of their 8-to-10-year life). A lengthy discussion occurred.

Vice-Chairperson Day motioned to approve the quote from Pinnacle Emergency Vehicles for a remount for \$245,103.00. Chairperson Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

**GOOD AND WELFARE:**

Acknowledgement of employee promotion and service – Chief Appleton announced the following service anniversaries for July:

Ms. Kris Lawshe', Administrative Assistant, seventeen (17) years.

**CLOSING COMMENTS:**

Director Horn hopes everyone remembers to stay hydrated and keep cool.

Chairperson Mueller and Director Paul both seconded Director Horn's comment.

**NEXT MEETING:**

The next regular monthly meeting date was set for Wednesday, August 27, 2025, at 6:00 p.m., at Station 4.

**ADJOURNMENT:**

There being no further business to come before the Board, Director Ruzicka made a motion to adjourn. Chairperson Mueller seconded. A vote was taken, and the motion passed unanimously, 5 to 0, at 7:12 p.m.

  
Mandy Dockery - Secretary of the Board

Board approved, signed, and sealed on this date:



