

**The Minutes of the 580<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
March 25, 2026**

**OPEN MEETING:**

The 580<sup>th</sup> regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Vice-Chairperson Day at 6:00 p.m. at Rock Township Ambulance District Station 4.

**ROLL CALL:**

Directors and Administrative Personnel – Secretary Mandy Dockery conducted a roll call of those in attendance. In addition to herself, Vice-Chairperson Jeremy Day, Director Lynne Ruzicka, Director Mark Paul, Director Paul Horn, Chief Jerry Appleton, Assistant Chief Andrew West, Office Manager Jennifer Ello, and Mr. Mark Bishop, Legal Counsel for the District, were present. Deputy Chief Sheila Buchheit participated virtually, and Mr. Rick Rognan, Treasurer for the District, participated by telephone.

Chairperson Tara Mueller was expected to arrive late.

**PLEDGE OF ALLEGIANCE:**

The attendees recited the Pledge of Allegiance.

**VISITORS AND GUESTS:**

Acknowledgement – Vice-Chairperson Day thanked everyone for attending the meeting.

Public Comments – There were none.

**MEETING MINUTES:**

Approval of the 579<sup>th</sup> Meeting Minutes from February 25, 2026 – Director Paul motioned to approve the minutes as presented. Director Ruzicka seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Approval of the Executive Session Minutes from February 25, 2026 – Director Paul motioned to approve the minutes as presented. Director Horn seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Approval of the Special Meeting Minutes from March 5, 2026 – Vice-Chairperson Day motioned to approve the minutes as presented. Director Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Approval of the Executive Session Minutes from March 5, 2026 – Director Paul motioned to approve the minutes as presented. Vice-Chairperson Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

**FINANCIALS:**

February 2026 Treasurer's Report – Mr. Rognan reviewed the revenues and expenditures for the month of February. The District is .61% underbudget, approximately \$71,000.00, at the end of February.

Director Paul made a motion to approve the Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Vice-Chairperson Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

March 2026 Cancellation Report – The Directors reviewed the detailed report which represented March assignments to the collection agency by EMS/MC. There were 166 accounts, from 2021, 2024, and 2025, totaling \$89,891.78.

Vice-Chairperson Day motioned to approve the Cancellation Report as presented. Director Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

## **COMMUNICATIONS:**

Chief's Comments – In addition to the Chief's report that was provided, Chief Appleton informed the group of the following:

The new stretchers are in-service and the new monitors will be placed in-service the first of April.

Review Completed Patient Surveys – The Directors reviewed a patient survey. Discussion occurred.

*Chairperson Mueller arrived at 6:18 p.m.*

Union Business-Shop Steward, Ashley Denman –Ms. Denman thanked the Board for finalizing the contract. She inquired as to when the Board would like to begin negotiations for 2027. Discussion ensued and all agreed to begin in June.

## **OLD BUSINESS:**

None.

## **NEW BUSINESS:**

2025 Annual Financial Report (Audit) – Chief Appleton reported that the audit went very well and the report has been reviewed.

Director Paul motioned to accept the 2025 Annual Financial Report as presented. Vice-Chairperson Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

MEM Renewal (Workers' Compensation) – Chief Appleton reported that the insurance renewal contains a small increase due to increases in salaries and adding a new position. It was noted that the renewal document presented does not list Station 5. The company is aware and is updating the policy.

Director Paul made a motion to approve the renewal of workers' compensation coverage with MEM for \$195,505.70 with Station 5 being added to the policy. Chairperson Mueller seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

MIH Stair-Chair Quote – Assistant Chief West stated that the MIH Division needs a stair-chair for safely moving patients in and out of their homes. The \$6,406.28 cost, quoted by Stryker, would be covered by the grant that the District received for the MIH program.

Director Ruzicka made a motion to approve the purchase of a Stryker Stair-Chair for \$6,406.28. Secretary Dockery seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

4.29A Policy – Board Member Training and Compliance – Chief Appleton explained that the legislative changes that were made last year are reflected in this policy. Mr. Bishop has reviewed and approved it as presented. Discussion occurred.

Director Paul made a motion to adopt 4.29a Board Member Training and Compliance Policy. Chairperson Mueller seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Capital Purchase – NCE LifePak 35 Mounts – Assistant Chief West explained that the new monitors need new mounts to safely hold them in the ambulances. Savvik Buying Group pricing was obtained by Pinnacle for the submitted quote of \$15,603.00 for twelve (12) mounts. Discussion ensued.

Director Paul motioned to approve the purchase of 12 NCE Monitor mounts for LifePak 35s for \$15,603.00 from Pinnacle. Vice-Chairperson Day seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Generator Service Agreement Proposals – Chief Appleton reported that the District currently uses CK Power, of St. Louis, for our generator maintenance. We received a bid from them for \$5,842.85 annually. Southeast Services, of Festus, submitted a bid for \$4,200.00 annually. Discussion occurred.

Director Paul made a motion to accept the proposal from Southeast Services for \$4,200.00 and to authorize Chief Appleton to execute the agreement. Vice-Chairperson Day seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

One Dose Software Proposal (to replace Handtevy) – Assistant Chief West explained that the software is used by our providers to calculate dosing. Division Chief Golec had been working on the renewal with Handtevy when Dr. Siegler suggested looking at One Dose. The employees reviewed One Dose and overwhelmingly choose One Dose over Handtevy. A lengthy discussion ensued.

Vice-Chairman Day motioned to purchase the One Dose software for \$7,500.00 per year, for three (3) years and to authorize Chief Appleton to execute the agreement. Chairperson Mueller seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

**GOOD AND WELFARE:**

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

Mr. Adam Passer, Paramedic, five (5) years.

He also announced the promotion of Paramedic Jeff Cedra to Lieutenant on B Crew. Additionally, three (3) more lieutenant positions will be filled soon and a pinning ceremony will occur for all of them.

Assistant Chief West recounted a call in which a Stars patient was in need. While on the call, the mother of the patient mentioned that she and the father's birthday were near. The providers, Paramedic Cody and Betzel, took the parents flowers and a birthday card.

**CLOSING COMMENTS:**

Director Horn wants everyone to be safe out there.

Chairperson Mueller appreciates all that you do.

Director Paul thanked everyone.

**NEXT MEETING:**


The Board set the next regular monthly meeting date for Wednesday, April 22, 2026, at 6:00 p.m., at Station 4.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

There being no further business to come before the Board, Chairperson Mueller motioned to adjourn. Vice-Chairperson Day seconded. A vote was taken, and the motion passed unanimously, 6 to 0, at 6:42 p.m.

  
Mandy Dockery - Secretary of the Board



Board approved, signed, and sealed on this date: 04/22/24