



**FINDINGS AND ORDER OF THE  
INDIANA DEPARTMENT OF HOMELAND SECURITY**

**TO: Jay Anderson**  
**2009 Gala Drive**  
**Indianapolis, IN 46203**  
**Email: jaykanderson@yahoo.com**  
**PSID #: 7420-7466**  
**\*\* Service by ACADIS Certification Record email**

**ORDER NUMBER: #S0040-2023**

Pursuant to the authority of Indiana Code § 4-21.5-3-6 and Indiana Code § 16-31-3-14, the Indiana Department of Homeland Security (Department) enters this Findings and Order regarding the emergency medical technician (EMT) certification and Paramedic Licensure held by **Jay K. Anderson** (Respondent), **PSID # 7420-7466**.

**I.  
FINDINGS**

1. Respondent holds an EMT Certificate and a Paramedic Licensure, both with an expiration date of **June 30, 2023**.

2. On or about **June 30, 2023**, respondent submitted a renewal application for certification/licensure using the ACADIS on-line portal system. In the system, the following affirmation by Respondent was made:

a. Applicant Affirmation:

I hereby affirm, under the penalty of perjury, that all statements contained in this application are true and correct. I understand that falsifying statements or documents may be cause for disciplinary action by the Emergency Medical Services Commission, and that the disciplinary action may include revocation of certification. I also understand that Emergency Medical Services Commission may conduct an audit of the recertification documents listed at any time. Furthermore, I understand that it is prohibited to initiate a subsequent on-line renewal attempt for a certification for which I have an audit pending, and that I have not been notified during a previous attempt that my application for renewal has been audited.

b. Applicant Response:

All requirements for this certification or license have been met, and the applicant attests that the above statements are true

3. Respondent received a system generated audit of his certification records.
4. On or about **July 7, 2023**, Respondent submitted initial paperwork in response to the audit. The audit paperwork had the following deficiencies which resulted in an incomplete application at the time it was submitted:
  - a. The application cover sheet included the respondent's signature, the provider's signature, and the supervising hospital's signature only. The medical director's signature was missing when initially submitted. Three of the signatures were obtained **AFTER** the submission of the on-line renewal on **June 30, 2023**, in violation of EMS Commission policy:
    - i. Respondent's signature date was **June 27, 2023**.
    - ii. Respondent's affiliated provider organization director signature date was **July 5, 2023**.
    - iii. Respondent's affiliated Supervising Hospital official signature date was **July 5, 2023**.
    - iv. Respondents affiliated medical director signature was **July 11, 2023**.

## II AUTHORITY / GOVERNING LAW

5. Pursuant to IC 16-31-3-14(a)(2) and (b)(4), the Department issue a letter of reprimand if the certificate or license holder engaged in or knowingly cooperated in fraud or material deception to obtain a certificate or license.
6. Pursuant to IC 16-31-3-14(a)(2) and (b)(5), the Department may assess a civil penalty against the certificate holder or license holder if the certificate or license holder engaged in or knowingly cooperated in fraud or material deception in order to obtain a certificate or license.
7. On May 14, 2020, the Indiana EMS Commission approved a non-rule policy on Certifications Renewal Dishonesty that indicates that 1) submission of a renewal application is an intentional act and that IDHS will not accept claims of "accidental" recertification or claims that the person did not realize that they were not compliant and 2) set the sanction for failing to obtain all required signatures **BEFORE** submitting the application as a private reprimand and \$50.00 fine.

## III CONCLUSIONS OF LAW

The Department finds that Respondent's act of submitting the recertification or re-licensure application via the ACADIS portal renewal system when not all the recertification/re-licensure requirements had been met, namely the requirements of signatures of authorized affiliating staff, is fraud of material deception in obtaining a certificate or licensure. It is also noted that the affirmation of eligibility to complete the certification or licensure itself would be false.

#### IV. ORDER

Based upon the Findings set forth above, the Department Orders the following sanction:

1. Respondent is assessed a \$50.00 civil penalty that must be paid within 30 days of this Order. Civil penalties may be paid via credit card or via check payable/money order payable to the "IDHS-Emergency Medical Services Education Fund." Payment may be mailed to the address in #3 below. Note that by statute, "if the certificate holder or license holder fails to pay the civil penalty within the time specified...the department may suspend the certificate holder's certificate or license holder's license without additional proceedings."

2. Respondent's EMT certification and Paramedic licensure and PSID status shall contain a Letter of Reprimand.

- a. A Letter of Reprimand is issued when the Department has determined a violation has occurred and wants to emphasize that the action was unacceptable under the EMS Code and rules, but further action on the certification or license is not necessary.
- b. Unlike a Censure, which is a publicly listed, a Letter of Reprimand is not actively publicized by the Department but could be subject to disclosure under a public records request.
- c. A Letter of Reprimand may be used as an aggravating factor if there is a future instance of disciplinary sanction by the Department.

3. All submittals required by this Findings and Order, unless notified in writing otherwise, shall be sent to:

Indiana Department of Homeland Security  
Emergency Medical Services Commission  
c/o Secretary  
302 W. Washington Street, Rm. E208  
Indianapolis, Indiana 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

4. In the event that any term of this Findings and Order is found to be invalid, the remaining terms shall remain in full force and effect and shall be construed and enforced as if the Findings and Order did not contain the invalid term.

#### III. EFFECTIVE DATE OF FINDINGS AND ORDER

Pursuant to Indiana Code § 4-21.5-3-6 of the Administrative Orders and Procedures Act, this Findings and Order is effective fifteen (15) calendar days from the date this Findings and Order is served, unless both a written petition for review and a petition for stay of effectiveness are filed within this fifteen (15) calendar day period. If you are

served by United States mail, three (3) additional days will be added to this fifteen (15) day period – extending the period to eighteen (18) days. If both a petition for review and a petition for stay of effectiveness are filed within this time period, the portions of this Findings and Order, that are within the scope of the petition for review and the petition for stay of effectiveness, are stayed for fifteen (15) calendar days from the date of service. This stay may be extended upon consent of the Department or by order of an administrative law judge, who shall conduct a preliminary hearing as soon as practicable to determine whether this Findings and Order should be stayed in whole or in part.

#### IV. APPEAL RIGHTS

This order is final and effective fifteen (15) days after service. If you desire administrative review of this order by the Emergency Medical Services Commission, you must comply with the requirements of Indiana Code § 4-21.5-3-7 and file a written petition for review within fifteen (15) days of the earliest date this order was served. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You may submit your petition by the following methods:

U.S. MAIL OR PERSONAL SERVICE  
Emergency Medical Services Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

ONLINE  
By completing the form at  
<https://www.in.gov/dhs/4148.htm>

If you comply with the above requirements, your petition will be granted and will be assigned to an administrative law judge for review. If a petition for review is not timely filed, then this order will become final.

For additional information about the administrative review process, visit the following link  
<https://www.in.gov/dhs/appeals.htm>.

**SO, ORDERED.**



By: Craig Kinney, State EMS Director  
Indiana Department of Homeland Security

July 19, 2023  
Date



**FINDINGS AND ORDER OF THE  
INDIANA DEPARTMENT OF HOMELAND SECURITY**

**TO: Glenn Madison Kyle III**  
**4023 Sprunica Rd**  
**Nineveh, In 46164**  
**Email: glennkyle68@yahoo.com**  
**PSID #: 3699-0655**  
**\*\* Service by ACADIS Certification Record email**

**ORDER NUMBER: #S0036-2023**

Pursuant to the authority of Indiana Code § 4-21.5-3-6 and Indiana Code § 16-31-3-14, the Indiana Department of Homeland Security (Department) enters this Findings and Order regarding the emergency medical technician (EMT) certification held by **Glenn Madison Kyle III** (Respondent), PSID #: **3699-0655**.

**I.  
FINDINGS**

1. Respondent holds an EMT Certificate with an expiration date of June 30, 2023.
2. On or about July 2, 2023, Respondent submitted a renewal application for certification/licensure using the ACADIS on-line portal system. In the system, the following affirmation by Respondent was made:
  - a. Applicant Affirmation:  
I hereby affirm, under the penalty of perjury, that all statements contained in this application are true and correct. I understand that falsifying statements or documents may be cause for disciplinary action by the Emergency Medical Services Commission, and that the disciplinary action may include revocation of certification. I also understand that Emergency Medical Services Commission may conduct an audit of the recertification documents listed at any time. Furthermore, I understand that it is prohibited to initiate a subsequent on-line renewal attempt for a certification for which I have an audit pending, and that I have not been notified during a previous attempt that my application for renewal has been audited.
  - b. Applicant Response:  
All requirements for this certification or license have been met, and the applicant attests that the above statements are true
3. Respondent received a system generated audit of his certification records.

4. On or about July 6, 2023, Respondent submitted initial paperwork in response to the audit. The audit paperwork had the following deficiencies which resulted in an incomplete application at the time it was submitted:

- a. The application cover sheet included the required signatures, but two were obtained AFTER the submission of the on-line renewal on July 2, 2023, in violation of EMS Commission policy:
  - i. Respondent's affiliated provider organization director signature date was July 5, 2023.

## **II**

### **AUTHORITY / GOVERNING LAW**

1. Pursuant to IC 16-31-3-14(a)(2) and (b)(4), the Department issue a letter of reprimand if the certificate or license holder engaged in or knowingly cooperated in fraud or material deception to obtain a certificate or license.

2. Pursuant to IC 16-31-3-14(a)(2) and (b)(5), the Department may assess a civil penalty against the certificate holder or license holder if the certificate or license holder engaged in or knowingly cooperated in fraud or material deception in order to obtain a certificate or license.

3. On May 14, 2020, the Indiana EMS Commission approved a non-rule policy on Certifications Renewal Dishonesty that indicates that 1) submission of a renewal application is an intentional act and that IDHS will not accept claims of "accidental" recertification or claims that the person did not realize that they were not compliant and 2) set the sanction for failing to obtain all required signatures BEFORE submitting the application as a private reprimand and \$50.00 fine.

## **III**

### **CONCLUSIONS OF LAW**

The Department finds that Respondent's act of submitting the recertification or re-licensure application via the ACADIS portal renewal system when not all the recertification/re-licensure requirements had been met, namely the requirements of signatures of authorized affiliating staff, is fraud or material deception in obtaining a certificate or licensure. It is also noted that the affirmation of eligibility to complete the certification or licensure itself would be false.

## **IV.**

### **ORDER**

Based upon the Findings set forth above, the Department Orders the following sanction:

4. Respondent is assessed a \$50.00 civil penalty that must be paid within 30 days of this Order. Civil penalties may be paid via credit card or via check payable/money order payable to the "IDHS-Emergency Medical Services Education Fund." Payment may be mailed to the address in #6 below. Payment by credit card may be done by obtaining and completing a credit card authorization form via

[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov). Note that by statute, “if the certificate holder or license holder fails to pay the civil penalty within the time specified...the department may suspend the certificate holder’s certificate or license holder’s license without additional proceedings.”

5. Respondent’s EMT certification and PSID status shall contain a Letter of Reprimand.
  - a. A Letter of Reprimand is issued when the Department has determined a violation has occurred and wants to emphasize that the action was unacceptable under the EMS Code and rules, but further action on the certification or license is not necessary.
  - b. Unlike a Censure, which is a publicly listed, a Letter of Reprimand is not actively publicized by the Department but could be subject to disclosure under a public records request.
  - c. A Letter of Reprimand may be used as an aggravating factor if there is a future instance of disciplinary sanction by the Department.
6. All submittals required by this Findings and Order, unless notified in writing otherwise, shall be sent to:

Indiana Department of Homeland Security  
Emergency Medical Services Commission  
c/o Secretary  
302 W. Washington Street, Rm. E208  
Indianapolis, Indiana 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

7. In the event that any term of this Findings and Order is found to be invalid, the remaining terms shall remain in full force and effect and shall be construed and enforced as if the Findings and Order did not contain the invalid term.

### **III. EFFECTIVE DATE OF FINDINGS AND ORDER**

Pursuant to Indiana Code § 4-21.5-3-6 of the Administrative Orders and Procedures Act, this Findings and Order is effective fifteen (15) calendar days from the date this Findings and Order is served, unless both a written petition for review and a petition for stay of effectiveness are filed within this fifteen (15) calendar day period. If you are served by United States mail, three (3) additional days will be added to this fifteen (15) day period – extending the period to eighteen (18) days. If both a petition for review and a petition for stay of effectiveness are filed within this time period, the portions of this Findings and Order, that are within the scope of the petition for review and the petition for stay of effectiveness, are stayed for fifteen (15) calendar days from the date of service. This stay may be extended upon consent of the Department or by order of an administrative law judge, who shall conduct a preliminary hearing as soon as practicable to determine whether this Findings and Order should be stayed in whole or in part.

**IV.  
APPEAL RIGHTS**

This order is final and effective fifteen (15) days after service. If you desire administrative review of this order by the Emergency Medical Services Commission, you must comply with the requirements of Indiana Code § 4-21.5-3-7 and file a written petition for review within fifteen (15) days of the earliest date this order was served. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You may submit your petition by the following methods:

U.S. MAIL OR PERSONAL SERVICE  
Emergency Medical Services Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

ONLINE  
By completing the form at  
<https://www.in.gov/dhs/4148.htm>

If you comply with the above requirements, your petition will be granted and will be assigned to an administrative law judge for review. If a petition for review is not timely filed, then this order will become final.

For additional information about the administrative review process, visit the following link  
<https://www.in.gov/dhs/appeals.htm>.

**SO ORDERED.**



By: Kraig Kinney, Director  
Emergency Medical Services  
Indiana Department of Homeland Security

July 7, 2017  
Date





**FINDINGS AND ORDER OF THE  
INDIANA DEPARTMENT OF HOMELAND SECURITY**

**TO: Robert M Moore**  
**886 Hickory Drive**  
**Anderson, IN 46011**  
**Email: rmoore@noblesville.in.us**  
**PSID #: 7146-1248**  
**\*\* Service by ACADIS Certification Record email**

**ORDER NUMBER: #S0037-2023**

Pursuant to the authority of Indiana Code § 4-21.5-3-6 and Indiana Code § 16-31-3-14, the Indiana Department of Homeland Security (Department) enters this Findings and Order regarding the emergency medical technician (EMT) certification held by **Robert M Moore** (Respondent), PSID #: **7146-1248**.

**I.  
FINDINGS**

1. Respondent holds an EMT Certificate with an expiration date of September 30, 2023.
2. On or about July 2, 2023, Respondent submitted a renewal application for certification/licensure using the ACADIS on-line portal system. In the system, the following affirmation by Respondent was made:
  - a. Applicant Affirmation:  
I hereby affirm, under the penalty of perjury, that all statements contained in this application are true and correct. I understand that falsifying statements or documents may be cause for disciplinary action by the Emergency Medical Services Commission, and that the disciplinary action may include revocation of certification. I also understand that Emergency Medical Services Commission may conduct an audit of the recertification documents listed at any time. Furthermore, I understand that it is prohibited to initiate a subsequent on-line renewal attempt for a certification for which I have an audit pending, and that I have not been notified during a previous attempt that my application for renewal has been audited.
  - b. Applicant Response:  
All requirements for this certification or license have been met, and the applicant attests that the above statements are true
3. Respondent received a system generated audit of his certification records.

4. On or about July 5, 2023, Respondent submitted initial paperwork in response to the audit. The audit paperwork had the following deficiencies which resulted in an incomplete application at the time it was submitted:

- a. The application cover sheet included the required signatures, but two were obtained AFTER the submission of the on-line renewal on July 2, 2023, in violation of EMS Commission policy:
  - i. Respondent's affiliated provider organization director signature date was July 5, 2023.

## II AUTHORITY / GOVERNING LAW

1. Pursuant to IC 16-31-3-14(a)(2) and (b)(4), the Department issue a letter of reprimand if the certificate or license holder engaged in or knowingly cooperated in fraud or material deception to obtain a certificate or license.

2. Pursuant to IC 16-31-3-14(a)(2) and (b)(5), the Department may assess a civil penalty against the certificate holder or license holder if the certificate or license holder engaged in or knowingly cooperated in fraud or material deception in order to obtain a certificate or license.

3. On May 14, 2020, the Indiana EMS Commission approved a non-rule policy on Certifications Renewal Dishonesty that indicates that 1) submission of a renewal application is an intentional act and that IDHS will not accept claims of "accidental" recertification or claims that the person did not realize that they were not compliant and 2) set the sanction for failing to obtain all required signatures BEFORE submitting the application as a private reprimand and \$50.00 fine.

## III CONCLUSIONS OF LAW

The Department finds that Respondent's act of submitting the recertification or re-licensure application via the ACADIS portal renewal system when not all the recertification/re-licensure requirements had been met, namely the requirements of signatures of authorized affiliating staff, is fraud or material deception in obtaining a certificate or licensure. It is also noted that the affirmation of eligibility to complete the certification or licensure itself would be false.

## IV. ORDER

Based upon the Findings set forth above, the Department Orders the following sanction:

4. Respondent is assessed a \$50.00 civil penalty that must be paid within 30 days of this Order. Civil penalties may be paid via credit card or via check payable/money order payable to the "IDHS-Emergency

Medical Services Education Fund.” Payment may be mailed to the address in #6 below. Payment by credit card may be done by obtaining and completing a credit card authorization form via [emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov). Note that by statute, “if the certificate holder or license holder fails to pay the civil penalty within the time specified...the department may suspend the certificate holder’s certificate or license holder’s license without additional proceedings.”

5. Respondent’s EMT certification and PSID status shall contain a Letter of Reprimand.
  - a. A Letter of Reprimand is issued when the Department has determined a violation has occurred and wants to emphasize that the action was unacceptable under the EMS Code and rules, but further action on the certification or license is not necessary.
  - b. Unlike a Censure, which is a publicly listed, a Letter of Reprimand is not actively publicized by the Department but could be subject to disclosure under a public records request.
  - c. A Letter of Reprimand may be used as an aggravating factor if there is a future instance of disciplinary sanction by the Department.
  
6. All submittals required by this Findings and Order, unless notified in writing otherwise, shall be sent to:

Indiana Department of Homeland Security  
Emergency Medical Services Commission  
c/o Secretary  
302 W. Washington Street, Rm. E208  
Indianapolis, Indiana 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

7. In the event that any term of this Findings and Order is found to be invalid, the remaining terms shall remain in full force and effect and shall be construed and enforced as if the Findings and Order did not contain the invalid term.

### III. EFFECTIVE DATE OF FINDINGS AND ORDER

Pursuant to Indiana Code § 4-21.5-3-6 of the Administrative Orders and Procedures Act, this Findings and Order is effective fifteen (15) calendar days from the date this Findings and Order is served, unless both a written petition for review and a petition for stay of effectiveness are filed within this fifteen (15) calendar day period. If you are served by United States mail, three (3) additional days will be added to this fifteen (15) day period – extending the period to eighteen (18) days. If both a petition for review and a petition for stay of effectiveness are filed

within this time period, the portions of this Findings and Order, that are within the scope of the petition for review and the petition for stay of effectiveness, are stayed for fifteen (15) calendar days from the date of service. This stay may be extended upon consent of the Department or by order of an administrative law judge, who shall conduct a preliminary hearing as soon as practicable to determine whether this Findings and Order should be stayed in whole or in part.

**IV.  
APPEAL RIGHTS**

This order is final and effective fifteen (15) days after service. If you desire administrative review of this order by the Emergency Medical Services Commission, you must comply with the requirements of Indiana Code § 4-21.5-3-7 and file a written petition for review within fifteen (15) days of the earliest date this order was served. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You may submit your petition by the following methods:

U.S. MAIL OR PERSONAL SERVICE  
Emergency Medical Services Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

ONLINE  
By completing the form at  
<https://www.in.gov/dhs/4148.htm>

If you comply with the above requirements, your petition will be granted and will be assigned to an administrative law judge for review. If a petition for review is not timely filed, then this order will become final.

For additional information about the administrative review process, visit the following link  
<https://www.in.gov/dhs/appeals.htm>.

**SO ORDERED.**



By: Kraig Kinney, Director  
Emergency Medical Services  
Indiana Department of Homeland Security

July 10, 2027  
Date

kk/rds



**FINDINGS AND ORDER OF THE  
INDIANA DEPARTMENT OF HOMELAND SECURITY**

**TO: Shauntri M. Burrowes (aka Shauntri West-Robertson)**  
**520 S. 11th St**  
**Vincennes, In 47591**  
**PSID #: 1962-5213**  
**Primary Email: Shaun\_West31@yahoo.com**  
**\*\* Service by ACADIS Certification Record email**

**ORDER NUMBER: S0044-2023**

Pursuant to the authority of Indiana Code § 4-21.5-3-6 and Indiana Code § 16-31-3-14, the Indiana Department of Homeland Security (Department) enters this Findings and Order in regard to the emergency medical technician (EMT) certification and paramedic licensure held by **Shauntri M. Burrowes** (Respondent), PSID #: **1962-5213**.

**I.  
FINDINGS**

1. Respondent holds an EMT certification with an expiration date of June 30, 2023.
2. On June 9, 2023, Respondent submitted a renewal application for certification/licensure using the ACADIS on-line portal system. In the system, the following affirmation by Respondent was made:

a. Applicant Affirmation:

I hereby affirm, under the penalty of perjury, that all statements contained in this application are true and correct. I understand that falsifying statements or documents may be cause for disciplinary action by the Emergency Medical Services Commission, and that the disciplinary action may include revocation of certification. I also understand that Emergency Medical Services Commission may conduct an audit of the recertification documents listed at any time. Furthermore, I understand that it is prohibited to initiate a subsequent on-line renewal attempt for a certification for which I have an audit pending, and that I have not been notified during a previous attempt that my application for renewal has been audited.

b. Applicant Response:

All requirements for this certification or license have been met, and the applicant attests that the above statements are true

3. Respondent received a system generated audit of her certification records.

4. On August 10, 2023, Respondent submitted initial paperwork in response to the audit. The audit paperwork had the following deficiencies which resulted in an incomplete application at the time it was submitted:

- a. Respondent obtained signatures for the audit paperwork on June 14, 2023, which is five days after the audit was initiated.
- b. Respondent submitted 40 general continuing education hours, 6 audit and review hours, and all skills that were completed after the audit was initiated. It is noted that all hours were completed AFTER June 9, 2023, but completed before her scheduled expiration date of June 30, 2023.

## II

### AUTHORITY / GOVERNING LAW

5. Pursuant to IC 16-31-3-14(a)(2) and (b)(2), the Department issue a Suspension if the certificate or license holder engaged in or knowingly cooperated in fraud or material deception in order to obtain a certificate or license.

6. Pursuant to IC 16-31-3-14(a)(2) and (b)(3), the Department issue a Censure if the certificate or license holder engaged in or knowingly cooperated in fraud or material deception in order to obtain a certificate or license.

7. Pursuant to IC 16-31-3-14(a)(2) and (b)(5), the Department may assess a civil penalty against the certificate holder or license holder if the certificate or license holder engaged in or knowingly cooperated in fraud or material deception in order to obtain a certificate or license.

8. Pursuant to IC 16-31-3-14(a)(2) and (b)(6), the Department may place a certificate or license holder on Probation if the certificate or license holder engaged in or knowingly cooperated in fraud or material deception in order to obtain a certificate or license.

9. On May 14, 2020, the Indiana EMS Commission approved a non-rule policy on Certifications Renewal Dishonesty that indicates that “5) Renewal application submitted on-line. Applicant acknowledges during the audit that they failed to have enough hours or skills when they renewed on-line—hence they were not eligible to recertify (regardless of whether they intentionally attempted or failed to verify before submitting) then the Sanction will be a seven (7) day suspension followed by a two (2) year probation period during which the applicant must 1) obtain the hours or skills they were short within 30 days; 2) must have a manual certification renewal with audit for their next certification cycle and 3) must pay a \$200.00 fine.”

### III CONCLUSIONS OF LAW

10. The Department finds that Respondent's act of submitting the recertification or re-licensure application via the ACADIS portal renewal system when none of the recertification/re-licensure requirements had been met is fraud or material deception in obtaining a certificate or licensure.

### IV. ORDER

Based upon the Findings set forth above, the Department Orders the following sanction:

11. Respondent's EMT certification is **suspended for a period of 7 days, but with credit for time not working under an expired certification since June 30, 2023—41 days total.**
12. Following completion of the suspension, Respondent will be placed on a 2-year probation period. The following conditions shall apply during the two (2) year probationary period:
  - a. Respondent shall keep the Department informed of Respondent's current home address, home telephone number, cellular telephone numbers, pager numbers, and work telephone numbers. Respondent shall inform the Department of any changes in this information within seven (7) calendar days of the change. The initial list of such information shall be delivered to the Department not later than fifteen (15) calendar days from the Effective Date of this Findings and Order.
  - b. Before Respondent may work for any EMS provider certified by the Emergency Medical Services Commission, Respondent shall provide to the Department a completed copy of both the attached Affirmations: Exhibit A with an original signature from that provider's EMS Director. (Please keep a blank copy of the Affirmation to provide to future EMS employers).
  - c. During the period of probation, if Respondent is arrested or charged with violating the criminal law of any jurisdiction, other than a minor traffic violation, Respondent shall notify the Department in writing within seventy-two (72) hours of being arrested or charged. Such notification may be made orally but must be followed by written confirmation within twenty-four (24) hours of the oral notification.
  - d. For the 2025 renewal for her EMT and paramedic certifications, Respondent must submit complete paperwork demonstrating that she is eligible for renewal at the paramedic level.
  - e. Respondent's certification may be suspended or revoked for any of the following:

- i. Violation of the criminal statutes in any jurisdiction;
- ii. Conviction under the criminal statutes in any jurisdiction; or
- iii. Failure to comply with a condition of this Findings and Order.

The term of revocation begins on the date that Respondent receives notification of the Department's findings that one of the preceding violations occurred.

- f. If the Department determines that Respondent has violated any term or condition of this Findings and Order, the Indiana Administrative code or the Indiana Code, then the Department may seek any other remedies or sanctions available by virtue of Respondent's violation.
13. Respondent is assessed a \$200.00 civil penalty that must be paid within 90 days of this Order. Civil penalties may be paid via credit card or via check payable/money order payable to the "IDHS-Emergency Medical Services Education Fund." Payment may be mailed to the address in #12 below. Or the credit card authorization form is here: <https://www.in.gov/dhs/ems/individual-certifications/> Note that by statute, "if the certificate holder or license holder fails to pay the civil penalty within the time specified...the department may suspend the certificate holder's certificate or license holder's license without additional proceedings."
  14. Respondent's EMT certification, paramedic license and PSID status shall contain a Censure.
  15. All submittals required by this Findings and Order, unless notified in writing otherwise, shall be sent to:  
  
Indiana Department of Homeland Security  
Emergency Medical Services Commission  
c/o Secretary  
302 W. Washington Street, Rm. E208  
Indianapolis, Indiana 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)
  16. In the event that any term of this Findings and Order is found to be invalid, the remaining terms shall remain in full force and effect and shall be construed and enforced as if the Findings and Order did not contain the invalid term.

### **III. EFFECTIVE DATE OF FINDINGS AND ORDER**

Pursuant to Indiana Code § 4-21.5-3-6 of the Administrative Orders and Procedures Act, this Findings and Order is effective fifteen (15) calendar days from the date this Findings and Order is served, unless both a written petition for review and a petition for stay of effectiveness are filed within this fifteen (15) calendar day period. If you are served by United States mail, three (3) additional days will be added to this fifteen (15) day period – extending the period to eighteen (18) days. If both a petition for review and a petition for stay of effectiveness are filed within this time period, the portions of this Findings and Order, that are within the scope of the petition for review



and the petition for stay of effectiveness, are stayed for fifteen (15) calendar days from the date of service. This stay may be extended upon consent of the Department or by order of an administrative law judge, who shall conduct a preliminary hearing as soon as practicable to determine whether this Findings and Order should be stayed in whole or in part.

#### **IV. APPEAL RIGHTS**

This order is final and effective fifteen (15) days after service. If you desire administrative review of this order by the Emergency Medical Services Commission, you must comply with the requirements of Indiana Code § 4-21.5-3-7 and file a written petition for review within fifteen (15) days of the earliest date this order was served. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You may submit your petition by the following methods:

U.S. MAIL OR PERSONAL SERVICE  
Emergency Medical Services Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

ONLINE  
By completing the form at  
<https://www.in.gov/dhs/4148.htm>

If you comply with the above requirements, your petition will be granted and will be assigned to an administrative law judge for review. If a petition for review is not timely filed, then this order will become final.

For additional information about the administrative review process, visit the following link  
<https://www.in.gov/dhs/appeals.htm>.

#### **SO ORDERED.**

\_\_\_\_\_  
By: Kraig Kinney, State EMS Director  
Indiana Department of Homeland Security

\_\_\_\_\_  
Date

## EXHIBIT A

### AFFIRMATION OF EMS DIRECTOR

I swear or affirm that I have received a copy of the Findings and Order issued by the Indiana Department of Homeland Security placing **Shauntri M. Burrowes's** PSID #: **1962-5213** EMT Certification on probation.

**EMS DIRECTOR:**

Signature

Date Signed

Printed Name

Telephone Number

Address

Address (cont.)

**Please return completed form to:**

Office of Emergency Medical Service  
Indiana Department of Homeland Security  
Attn: EMS Certifications  
302 W. Washington Street Rm. E239  
Indianapolis, IN 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)



**FINDINGS AND ORDER OF THE  
INDIANA DEPARTMENT OF HOMELAND SECURITY**

**TO: Michael Schmidt**  
**12 Hillside Ave.,**  
**Wilder, KY 41701**  
**Primary Email: [mschmidt1301@yahoo.com](mailto:mschmidt1301@yahoo.com)**  
**PSID #: 2491-5049**

**ORDER NUMBER: S0046-2023**

Pursuant to the authority of Indiana Code § 4-21.5-3-6 and Indiana Code § 16-31-3-14, the Indiana Department of Homeland Security (Department) enters this Findings and Order regarding the emergency medical technician (EMT) certification and paramedic licensure held by **Michael Schmidt** (Respondent), PSID #: **2491-5049**.

**I.  
FINDINGS**

1. Respondent held an EMT Certificate and paramedic licensure, which expired on December 31, 2022.
2. On or about March 1, 2023, Respondent submitted a renewal application for certification/licensure using the late penalty payment provisions of EMS rules. Respondent's application was held by the Department as it was incomplete and missing the required state psychomotor skills section.
3. On or about July 7, 2023, Respondent's employer contacted IDHS about the status of the late renewal as Respondent had not been notified of the status. IDHS cannot verify that any communications of the missing information were ever given to Respondent.
4. On August 16, 2023, Respondent provided verification that the missing skills are completed—but the completion dates were from August 8-16, 2023, outside the initial certification period.

## II.

### GOVERNING LAW

5. Per 836 IAC 4-4-2 (e) if a properly completed renewal application is submitted within one hundred twenty (120) calendar days after the expiration of the certification, together with the required documentation to show that the applicant has completed all required continuing education within the two (2) years prior to the expiration of the certification, and a fifty dollar (\$50) reapplication fee, The certification will be reinstated on the date that the commission staff determines that the required application, documentation, and reapplication fee have been properly submitted. The expiration date will be two (2) years from the expiration of the previous, expired certification.
6. Pursuant to IC 16-31-3-14(a)(2) and (b)(4), the Department issue a letter of reprimand if the certificate or license holder engaged in or knowingly cooperated in fraud or material deception in order to obtain a certificate or license.
7. Pursuant to IC 16-31-3-14(a)(2) and (b)(5), the Department may assess a civil penalty against the certificate holder or license holder if the certificate or license holder engaged in or knowingly cooperated in fraud or material deception in order to obtain a certificate or license.
8. On May 14, 2020, the Indiana EMS Commission approved a non-rule policy on Certifications Renewal Dishonesty that indicates that “5) Renewed online and did not have sufficient hours to meet the minimums (either submitted knowing this or just did not add up hours, sanction will be seven (7) day suspension followed by a two-year probation period during which applicant must 1) obtain the hours or skills that they were short within 30 days; 2) must have a manual certification renewal for their next certification cycle and 3) must pay a \$200 fine.”

## III.

### CONCLUSIONS OF LAW

The Department finds that Respondent's act of submitting the recertification application for paramedic licensure with a late application process fell within the permissible 120-day period but not all the recertification/re-licensure requirements had been met, namely lacking EMS psychomotor validation is material deception in obtaining a certificate or licensure.

## III.

### ORDER

Based upon the Findings set forth above, the Department Orders the following sanction:

9. Respondent has met the requirements for recertification as an EMT and re-licensure as a paramedic under the late penalty provision and both are hereby renewed contemporaneously with this Order with an

expiration of December 31, 2024. This Order waives the 120-day period limitation since Respondent was not notified of the lack of eligibility until past the time for Respondent to cure the issue.

10. Respondent is assessed a \$100.00 civil penalty (\$50.00 for not having sufficient skills verification and \$50.00 for late submission processing) that must be paid within 60 days of this Order. Civil penalties may be paid via credit card or via check payable/money order payable to the "IDHS-Emergency Medical Services Education Fund." Payment may be mailed to the address in #12 below or contact [emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov) for credit card payment instructions. Note that by statute, "if the certificate holder or license holder fails to pay the civil penalty within the time specified...the department may suspend the certificate holder's certificate or license holder's license without additional proceedings."
11. Respondent's EMT certification and paramedic licensure and PSID status shall contain this Letter of Reprimand.
  - a. A Letter of Reprimand is issued when the Department has determined a violation has occurred and wants to emphasize that the action was unacceptable under the EMS Code and rules, but further action on the certification or license is not necessary.
  - b. Unlike a Censure, which is a publicly listed, a Letter of Reprimand is not actively publicized by the Department but could be subject to disclosure under a public records request.
  - c. A Letter of Reprimand may be used as an aggravating factor if there is a future instance of disciplinary sanction by the Department.

12. All submittals required by this Findings and Order, unless notified in writing otherwise, shall be sent to:

Indiana Department of Homeland Security  
Emergency Medical Services Commission  
c/o Secretary  
302 W. Washington Street, Rm. E208  
Indianapolis, Indiana 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

13. In the event that any term of this Findings and Order is found to be invalid, the remaining terms shall remain in full force and effect and shall be construed and enforced as if the Findings and Order did not contain the invalid term.

### III. EFFECTIVE DATE OF FINDINGS AND ORDER

Pursuant to Indiana Code § 4-21.5-3-6 of the Administrative Orders and Procedures Act, this Findings and Order is effective fifteen (15) calendar days from the date this Findings and Order is served, unless both a written petition for review and a petition for stay of effectiveness are filed within this fifteen (15) calendar day period. If you are served by United States mail, three (3) additional days will be added to this fifteen (15) day period – extending the period to eighteen (18) days. If both a petition for review and a petition for stay of effectiveness are filed within this time period, the portions of this Findings and Order, that are within the scope of the petition for review and the petition for stay of effectiveness, are stayed for fifteen (15) calendar days from the date of service. This stay may be extended upon consent of the Department or by order of an administrative law judge, who shall conduct a preliminary hearing as soon as practicable to determine whether this Findings and Order should be stayed in whole or in part.

### IV. APPEAL RIGHTS

If you desire a formal **administrative review** of this order by the **EMS Commission**, you must comply with the requirements of Indiana Code § 4-21.5-3-7 and file a written petition for review within fifteen (15) days of the date this order was served, however, this period is extended to eighteen (18) days if service is made by mail. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You may submit your petition by the following methods:

#### **U.S. MAIL OR PERSONAL SERVICE**

Indiana EMS Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204

#### **ONLINE**

By completing the form at  
<https://www.in.gov/dhs/4148.htm>

If you comply with the above requirements, your petition will be granted and will be assigned to an administrative law judge for review. If a petition for review is not timely filed, then this order will become final.

For additional information about the administrative review process, visit the following link <https://www.in.gov/dhs/appeals.htm>.

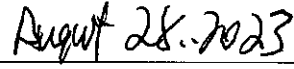
You may also request an opportunity to informally discuss this matter. However, a request to informally discuss, or actual informal discussion, does not extend the deadline for filing your Petition for Review and, consequently, any request should be made promptly, preferably by telephone, upon receipt of the Order. If you have any questions regarding this Order, please contact Legal Counsel at (317) 232-3983.

**SO ORDERED.**



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By: Kraig Kinney, State EMS Director  
Indiana Department of Homeland Security



---

Date



**FINDINGS AND ORDER OF THE  
INDIANA DEPARTMENT OF HOMELAND SECURITY**

**TO: Aric S. Homberg**  
**1677 S. 4th Ave.,**  
**Kankakee, IL 60901**  
**PSID: 2163-0459**  
**Email: [aric.homberg@nwhealthin.com](mailto:aric.homberg@nwhealthin.com)**  
**\*\* Service by ACADIS Certification Record email**

**ORDER NUMBER: 0041-2023**

Pursuant to the authority of Indiana Code § 4-21.5-3-6 and Indiana Code § 16-31-3-17, the Indiana Department of Homeland Security (Department) enters this Findings and Order regarding Aric S. Homberg, PSID 2163-0459 (Respondent),

**I.  
FINDINGS**

1. Respondent holds an EMT Certificate and paramedic licensure in Illinois but is not certified nor licensed in the State of Indiana. Respondent is certified / licensed in Illinois as a paramedic under #060316627.
2. Respondent is affiliated with Northwest Health Porter Hospital EMS (as director) and holds no current Indiana EMS certifications/licensure.
3. Respondent previously held a temporary paramedic licensed from February 25, 2022, through February 27, 2023, to allow Respondent to pursue certification/licensure by reciprocity.
4. On May 16, 2023, Respondent participated in an EMS call with an ALS EMS crew, including Indiana licensed paramedic Robert Furst (PSID 3851-7627). Furst and other crew members observed as Respondent attempted two IVs on the patient.
5. On or about June 27, 2023, Respondent admitted to IDHS EMS District Manager Travis Clary and Chief Operating Officer Sarah Hunter that he did attempt two IVs on the patient on May 16, 2023, without having a valid Indiana paramedic license.



**II.  
RELEVANT AUTHORITY**

6. Pursuant to IC 16-31-3-17(a), the Department may issue an order to a person who has practiced without a certificate or license in violation of this article imposing a civil penalty of not more than five hundred dollars (\$500) per occurrence.

**III.  
CONCLUSIONS OF LAW**

7. The Department finds that Respondent violated IC 16-31-3-17(a) by practicing emergency medical services, specifically ALS procedures with IV initiation, without having an Indiana paramedic license.

**IV.  
ORDER**

Based upon the Findings set forth above, the Department Orders the following sanction:

8. Respondent is ordered to cease and desist order from practicing EMS functions in Indiana unless he is certified as an EMT or licensed as a paramedic in the State of Indiana.
9. Respondent is assessed a \$500.00 civil penalty for practicing as an EMT / paramedic when he was not so certified/licensed. Civil penalties may be paid via credit card via General Information at the IDHS EMS website <https://www.in.gov/dhs/ems/individual-certifications/> or via check payable/money order payable to the "IDHS-Emergency Medical Services Education Fund." Payment may be mailed to:

Indiana Department of Homeland Security  
Emergency Medical Services Commission  
c/o Secretary  
302 W. Washington Street, Rm. E208  
Indianapolis, Indiana 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

10. Respondent has ninety (90) days to make payment of the civil penalty. However, should Respondent become certified as an EMT and licensed as a paramedic in the State of Indiana before 90 days then the civil penalty shall be waived.
11. In the event that any term of this Findings and Order is found to be invalid, the remaining terms shall remain in full force and effect and shall be construed and enforced as if the Findings and Order did not contain the invalid term.

### **III. EFFECTIVE DATE OF FINDINGS AND ORDER**

Pursuant to Indiana Code § 4-21.5-3-6 of the Administrative Orders and Procedures Act, this Findings and Order is effective fifteen (15) calendar days from the date this Findings and Order is served, unless both a written petition for review and a petition for stay of effectiveness are filed within this fifteen (15) calendar day period. If you are served by United States mail, three (3) additional days will be added to this fifteen (15) day period – extending the period to eighteen (18) days. If both a petition for review and a petition for stay of effectiveness are filed within this time period, the portions of this Findings and Order, that are within the scope of the petition for review and the petition for stay of effectiveness, are stayed for fifteen (15) calendar days from the date of service. This stay may be extended upon consent of the Department or by order of an administrative law judge, who shall conduct a preliminary hearing as soon as practicable to determine whether this Findings and Order should be stayed in whole or in part.

### **IV. APPEAL RIGHTS**

This order is final and effective fifteen (15) days after service. If you desire administrative review of this order by the Emergency Medical Services Commission, you must comply with the requirements of Indiana Code § 4-21.5-3-7 and file a written petition for review within fifteen (15) days of the earliest date this order was served. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You may submit your petition by the following methods:

#### **U.S. MAIL OR PERSONAL SERVICE**

Emergency Medical Services Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

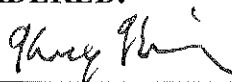
#### **ONLINE**

By completing the form at  
<https://www.in.gov/dhs/4148.htm>

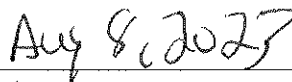
If you comply with the above requirements, your petition will be granted and will be assigned to an administrative law judge for review. If a petition for review is not timely filed, then this order will become final.

For additional information about the administrative review process, visit the following link  
<https://www.in.gov/dhs/appeals.htm>.

**SO ORDERED.**



\_\_\_\_\_  
By: Kraig Kinney, State EMS Director  
Indiana Department of Homeland Security



\_\_\_\_\_  
Date



FINDINGS AND ORDER OF THE  
INDIANA DEPARTMENT OF HOMELAND SECURITY

**TO: Zachary Christian Allen**  
**2029 Runaway Bay Ln, 2029,**  
**Speedway, IN 46224**  
**Email:** Zzacharycallen@gmail.com  
**PSID #:** 6431-0004  
**\*\* Service by ACADIS Certification Record email**

**ORDER NUMBER: S0045-2023**

Pursuant to the authority of Indiana Code § 4-21.5-3-6 and Indiana Code § 16-31-3-14, the Indiana Department of Homeland Security (Department) enters this Findings and Order regarding both the current Emergency Medical Responder (EMR) certification as well as an application for Emergency Medical Technician (EMT) certification pending for Zachary Christian Allen (Respondent), PSID #: 6431-0004.

**I.**  
**FINDINGS**

1. Respondent holds an EMR certification that expires on September 30, 2025.
2. Respondent's current certification was issued July 10, 2023, through on-line renewal after a prior certification period from August 27, 2021, through July 10, 2023.
  - a) On July 10, 2023, Respondent answered that "the recipient has NOT been charged with or convicted of a criminal offense" [\* excluding minor traffic violations and criminal offenses expunged by a court]."
3. Respondent is applying for an EMT certification after participating in Course # EMT0167.
4. On August 11, 2023, Respondent completed his Violation Statement as assigned in his EMT Course and noted that he had an arrest and conviction. He has complied with a request for court records.
5. Court records indicate that on or about March 1, 2023, Respondent pled guilty to and was convicted of one count of the offense of Domestic Battery/Physical Contact (IL 720 5/12-3.2(a)(2)) and one count of Criminal Trespass in Cause # 2202CF001019 in Will County, Illinois Circuit Court.

**II**  
**AUTHORITY/GOVERNING LAW**

6. Pursuant to IC 16-31-3-14(a)(5), the Department may sanction a certificate or license holder when the certificate or license holder engaged in or knowingly cooperated in fraud or material deception in order to obtain a certificate or license.
7. Pursuant to IC 16-31-3-14(a)(5), the Department may sanction a certificate or license holder who is convicted of a crime, if the act that resulted in the conviction has a direct bearing on determining if the certificate holder or license holder should be entrusted to provide emergency medical services.
8. Pursuant to IC 16-31-3-14(a)(11), the Department may sanction a certificate or licensure holder if the certificate or license holder is subjected to disciplinary action in another state or jurisdiction on grounds similar to those contained in this chapter. For purposes of this subdivision, a certified copy of a record of disciplinary action constitutes prima facie evidence of a disciplinary action in another jurisdiction.
9. Pursuant to IC 16-31-3-14(a)(14), the Department may sanction a certificate or licensure holder if the certificate or licensure holder fails to notify the department in writing of any misdemeanor or felony criminal conviction, except traffic related misdemeanors other than operating a motor vehicle under the influence of a drug or alcohol, within ninety (90) days after the entry of an order or judgment.
10. Pursuant to IC 16-31-3-14(b)(5), the Department may assess a civil penalty against the certificate or license holder if the certificate or license holder is subject to sanctions under IC 16-31-314(a).
11. Pursuant to IC 16-31-3-14(b)(6), the Department may place a certificate or license holder on probation if the certificate or license holder is subject to sanctions under IC 16-31-314(a).

**III.**  
**CONCLUSIONS OF LAW**

12. The Department finds that Respondent committed fraud by answering that he had "NOT" been charged with or convicted of a criminal offense since he had a conviction on March 1, 2023, as noted above.
13. The Department finds that Respondent's criminal conviction for Domestic Battery, a crime of violence, has a direct bearing on the Respondent's existing EMR and pending EMT certification because Respondent will have stressful encounters with patients as a clinician that may mimic the situation under which the battery occurred, which violates IC 16-31-3-14(a)(5).
14. The Department finds that Respondent failed to report his March 1, 2023, Domestic Battery and Criminal Trespass criminal conviction within 90 days as required by IC 16-31-3-14(a)(14) for his existing EMR

certification given the certificate was active on March 1, 2023, but failed to report the criminal conviction until August 11, 2023 (roughly 161 days later).

#### IV. ORDER

Based upon the Findings set forth above, the Department Orders the following:

15. Respondent's EMR Certification will be placed on probationary status for two (2) years commencing from the Effective Date of this Order (See Section III below). Once issued, Respondent's EMT certification will fall within the same two-year probationary period as the EMR certification. The following conditions shall apply during the two (2) year probationary period:
  - a. Respondent shall keep the Department informed of Respondent's current home address, home telephone number, cellular telephone numbers, pager numbers, and work telephone numbers. Respondent shall inform the Department of any changes in this information within seven (7) calendar days of the change. The initial list of such information shall be delivered to the Department not later than fifteen (15) calendar days from the Effective Date of this Findings and Order.
  - b. Before Respondent may work for any EMS provider certified by the Emergency Medical Services Commission, Respondent shall provide to the Department a completed copy of the attached Affirmation: Exhibit A with an original signature from that provider's EMS Director. **(Please keep a blank copy of the Affirmation to provide to future EMS employers).**
  - c. During the period of probation, if Respondent is arrested or charged with violating the criminal law of any jurisdiction, other than a minor traffic violation, Respondent shall notify the Department in writing within seventy-two (72) hours of being arrested or charged. Such notification may be made orally but must be followed by written confirmation within twenty-four (24) hours of the oral notification.
    - i. Should Respondent violate terms of this probation or be deemed unfit to provide care as an EMT due to his condition, the Department may issue a new administrative order.
  - d. Respondent's certification may be suspended or revoked for any of the following:
    - i. Violation of the criminal statutes in any jurisdiction;
    - ii. Conviction under the criminal statutes in any jurisdiction; or
    - iii. Failure to comply with a condition of this Findings and Order.

The term of revocation begins on the date that Respondent receives notification of the Department's findings that one of the preceding violations occurred.

- e. If the Department determines that Respondent has violated any term or condition of this Findings and Order, the Indiana Administrative code or the Indiana Code, then the Department may seek any other remedies or sanctions available by virtue of Respondent's violation.

16. Respondent is assessed a \$100.00 civil penalty that must be paid within 90 days of this Order. Civil penalties may be paid via credit card or via check payable/money order payable to the "IDHS-Emergency Medical Services Education Fund." Payment may be mailed to the address in #12 below. Or the credit card authorization form is here: <https://www.in.gov/dhs/ems/individual-certifications/>

Note that by statute, "if the certificate holder or license holder fails to pay the civil penalty within the time specified...the department may suspend the certificate holder's certificate or license holder's license without additional proceedings."

17. All submittals required by this Findings and Order, unless notified in writing otherwise, shall be sent to:

Indiana Department of Homeland Security  
Emergency Medical Services Commission  
c/o Secretary  
302 Washington Street, Rm. E208  
Indianapolis, Indiana 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

18. In the event that any term of this Findings and Order is found to be invalid, the remaining terms shall remain in full force and effect and shall be construed and enforced as if the Findings and Order did not contain the invalid term.\

### III. EFFECTIVE DATE OF FINDINGS AND ORDER

Pursuant to Indiana Code § 4-21.5-3-6 of the Administrative Orders and Procedures Act, this Findings and Order is effective fifteen (15) calendar days from the date this Findings and Order is served, unless both a written petition for review and a petition for stay of effectiveness are filed within this fifteen (15) calendar day period. If you are served by United States mail, three (3) additional days will be added to this fifteen (15) day period – extending the period to eighteen (18) days. If both a petition for review and a petition for stay of effectiveness are filed within this time period, the portions of this Findings and Order, that are within the scope of the petition for review and the petition for stay of effectiveness, are stayed for fifteen (15) calendar days from the date of service. This stay may be extended upon consent of the Department or by order of an administrative law judge, who shall conduct a preliminary hearing as soon as practicable to determine whether this Findings and Order should be stayed in whole or in part.

IV.

**APPEAL RIGHTS**

This order is final and effective fifteen (15) days after service. If you desire administrative review of this order by the Emergency Medical Services Commission, you must comply with the requirements of Indiana Code § 4-21.5-3-7 and file a written petition for review within fifteen (15) days of the earliest date this order was served. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You may submit your petition by the following methods:

U.S. MAIL OR PERSONAL SERVICE  
Emergency Medical Services Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

ONLINE  
By completing the form at  
<https://www.in.gov/dhs/4148.htm>

If you comply with the above requirements, your petition will be granted and will be assigned to an administrative law judge for review. If a petition for review is not timely filed, then this order will become final.

For additional information about the administrative review process, visit the following link  
<https://www.in.gov/dhs/appeals.htm>.

**SO ORDERED.**



By: Kraig Kinney, State EMS Director  
Indiana Department of Homeland Security

Aug 14, 2023  
Date



## EXHIBIT A

### AFFIRMATION OF EMS DIRECTOR

I swear or affirm that I have received a copy of the Findings and Order issued by the Indiana Department of Homeland Security placing **Zachary Christian Allen's (PSID#: 6431-0004)** EMR Certification and EMT certification on probation.

<b>EMS DIRECTOR:</b>	
_____ Signature	_____ Date Signed
_____ Printed Name	_____ Telephone Number
_____ Address	
_____ Address (cont.)	

**Please return completed form to:**

Office of Emergency Medical Service  
Indiana Department of Homeland Security  
Attn: EMS Certifications  
302 W. Washington Street Rm. E239  
Indianapolis, IN 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)



**FINDINGS AND ORDER OF THE  
INDIANA DEPARTMENT OF HOMELAND SECURITY**

**TO: Jared Michael Mason**  
**15311 Wandering Way,**  
**Noblesville, IN 46060**  
**Email: [masonjared77@gmail.com](mailto:masonjared77@gmail.com)**  
**PSID #: 7502-1798**  
**\*\* Service by ACADIS Certification Record email**

**ORDER NUMBER: S0043-2023**

Pursuant to the authority of Indiana Code § 4-21.5-3-6 and Indiana Code § 16-31-3-14, the Indiana Department of Homeland Security (Department) enters this Findings and Order regarding both the current Emergency Medical Responder (EMR) certification as well as applications for Emergency Vehicle Operator certification and Emergency Medical Technician (EMT) certification pending for Jared Michael Mason (Respondent), PSID #: 7502-1798.

**I.  
FINDINGS**

1. Respondent holds an EMR certification that expires on March 31, 2025.
2. Respondent is applying for an EVOC certification after participating in Course #E0076.
3. Respondent is applying for an EMT certification after participating in Course # EMT0152.
4. On July 29, 2023, Respondent completed his Violation Statement as assigned in his EVOC Course and noted that he had an arrest and conviction.
5. Court records indicate that On or about April 27, 2023, Respondent pled guilty to and was convicted of one count of the offense of IC 35-43-4-2(a): Theft, a Class A misdemeanor, in Cause # 29D04-2302-CM-001092. The Probable Cause information indicates that Respondent had stolen items from a non-EMS employer on or about February 6, 2023.

**II**  
**AUTHORITY/GOVERNING LAW**

6. Pursuant to IC 16-31-3-14(a)(5) the Department may sanction a certificate or license holder who is convicted of a crime, if the act that resulted in the conviction has a direct bearing on determining if the certificate holder or license holder should be entrusted to provide emergency medical services.
7. Pursuant to IC 16-31-3-14(a)(14), the Department may sanction a certificate or licensure holder if the certificate or licensure holder fails to notify the department in writing of any misdemeanor or felony criminal conviction, except traffic related misdemeanors other than operating a motor vehicle under the influence of a drug or alcohol, within ninety (90) days after the entry of an order or judgment.
8. Pursuant to IC 16-31-3-14(b)(5), the Department may assess a civil penalty against the certificate or license holder if the certificate or license holder is subject to sanctions under IC 16-31-314(a).
9. Pursuant to IC 16-31-3-14(b)(6), the Department may place a certificate or license holder on probation if the certificate or license holder is subject to sanctions under IC 16-31-314(a).

**III.**  
**CONCLUSIONS OF LAW**

10. The Department finds that Respondent's criminal conviction for Theft, a crime of dishonesty, and the circumstances listed in the probable cause affidavit have a direct bearing on the Respondent's EMR certification because Respondent will have access to both his affiliating organization property and patient property, which violates IC 16-31-3-14(a)(5).
11. The Department finds that Respondent failed to report his Theft criminal conviction within 90 days as required by IC 16-31-3-14(a)(14) for his existing EMR certification.

**IV.**  
**ORDER**

Based upon the Findings set forth above, the Department Orders the following:

12. Respondent's EMR Certification will be placed on probationary status for two (2) years commencing from the Effective Date of this Order (See Section III below). Once issued, Respondent's EVOC and EMT certifications will fall within the same two-year probationary period as the EMR certification. The following conditions shall apply during the two (2) year probationary period:

- a. Respondent is eligible for a civil penalty since he failed to report his criminal conviction within 90 days of the conviction and held an existing EMR certification. Respondent reported 94 days following his conviction and primarily in seeking to obtain a new EVOC certification. The Department will issue this as a written warning of the requirement for Respondent versus assessing a civil penalty.
- b. Respondent shall keep the Department informed of Respondent's current home address, home telephone number, cellular telephone numbers, pager numbers, and work telephone numbers. Respondent shall inform the Department of any changes in this information within seven (7) calendar days of the change. The initial list of such information shall be delivered to the Department not later than fifteen (15) calendar days from the Effective Date of this Findings and Order.
- c. Before Respondent may work for any EMS provider certified by the Emergency Medical Services Commission, Respondent shall provide to the Department a completed copy of the attached Affirmation: Exhibit A with an original signature from that provider's EMS Director. **(Please keep a blank copy of the Affirmation to provide to future EMS employers).**
- d. During the period of probation, if Respondent is arrested or charged with violating the criminal law of any jurisdiction, other than a minor traffic violation, Respondent shall notify the Department in writing within seventy-two (72) hours of being arrested or charged. Such notification may be made orally but must be followed by written confirmation within twenty-four (24) hours of the oral notification.
  - i. Should Respondent violate terms of this probation or be deemed unfit to provide care as an EMT due to his condition, the Department may issue a new administrative order.
- e. Respondent's certification may be suspended or revoked for any of the following:
  - i. Violation of the criminal statutes in any jurisdiction;
  - ii. Conviction under the criminal statutes in any jurisdiction; or
  - iii. Failure to comply with a condition of this Findings and Order.

The term of revocation begins on the date that Respondent receives notification of the Department's findings that one of the preceding violations occurred.

- f. If the Department determines that Respondent has violated any term or condition of this Findings and Order, the Indiana Administrative code or the Indiana Code, then the Department may seek any other remedies or sanctions available by virtue of Respondent's violation.
4. All submittals required by this Findings and Order, unless notified in writing otherwise, shall be sent to:

Indiana Department of Homeland Security  
Emergency Medical Services Commission  
c/o Secretary  
302 Washington Street, Rm. E208  
Indianapolis, Indiana 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

5. In the event that any term of this Findings and Order is found to be invalid, the remaining terms shall remain in full force and effect and shall be construed and enforced as if the Findings and Order did not contain the invalid term.\

### **III. EFFECTIVE DATE OF FINDINGS AND ORDER**

Pursuant to Indiana Code § 4-21.5-3-6 of the Administrative Orders and Procedures Act, this Findings and Order is effective fifteen (15) calendar days from the date this Findings and Order is served, unless both a written petition for review and a petition for stay of effectiveness are filed within this fifteen (15) calendar day period. If you are served by United States mail, three (3) additional days will be added to this fifteen (15) day period – extending the period to eighteen (18) days. If both a petition for review and a petition for stay of effectiveness are filed within this time period, the portions of this Findings and Order, that are within the scope of the petition for review and the petition for stay of effectiveness, are stayed for fifteen (15) calendar days from the date of service. This stay may be extended upon consent of the Department or by order of an administrative law judge, who shall conduct a preliminary hearing as soon as practicable to determine whether this Findings and Order should be stayed in whole or in part.

IV.

APPEAL RIGHTS

This order is final and effective fifteen (15) days after service. If you desire administrative review of this order by the Emergency Medical Services Commission, you must comply with the requirements of Indiana Code § 4-21.5-3-7 and file a written petition for review within fifteen (15) days of the earliest date this order was served. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You may submit your petition by the following methods:

U.S. MAIL OR PERSONAL SERVICE  
Emergency Medical Services Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

ONLINE  
By completing the form at  
<https://www.in.gov/dhs/4148.htm>

If you comply with the above requirements, your petition will be granted and will be assigned to an administrative law judge for review. If a petition for review is not timely filed, then this order will become final.

For additional information about the administrative review process, visit the following link  
<https://www.in.gov/dhs/appeals.htm>.

SO ORDERED.



By: Craig Kinney, State EMS Director  
Indiana Department of Homeland Security

Aug 10, 2023

Date

## EXHIBIT A

### AFFIRMATION OF EMS DIRECTOR

I swear or affirm that I have received a copy of the Findings and Order issued by the Indiana Department of Homeland Security placing **Jared Michael Mason's (PSID#: 7502-1798)** EMR Certification on probation.

**EMS DIRECTOR:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address (cont.)

**Please return completed form to:**

Office of Emergency Medical Service  
Indiana Department of Homeland Security  
Attn: EMS Certifications  
302 W. Washington Street Rm. E239  
Indianapolis, IN 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)



**FINDINGS AND ORDER  
OF THE  
INDIANA DEPARTMENT OF HOMELAND SECURITY**

**TO: Chase Anthony Eggleton**  
6422 W. Philadelphia Dr.,  
McCordsville, IN 46055  
PSID #: 4534-4958  
Primary Email: [chase.eggleton@yahoo.com](mailto:chase.eggleton@yahoo.com)  
**\*\* Service by ACADIS Certification Record email**

**ORDER NUMBER: S0042-2023**

Pursuant to the authority of Indiana Code § 4-21.5-3-6 and Indiana Code § 16-31-3-14, the Indiana Department of Homeland Security (Department) enters this Findings and Order regarding the Emergency Medical Technician (EMT) Certificate held by Chase Anthony Eggleton (Respondent), PSID #: 4534-4958.

**I.  
FINDINGS**

1. Respondent holds an Indiana EMT certification that expires on March 31, 2025.
2. On or about May 10, 2023, Respondent was convicted of Indiana Code 35-44.1-3-1(a)(1) Resisting Law Enforcement, a Class A misdemeanor, and Indiana Code 9-30-5-2(a) & (b) Operating a Vehicle While Intoxicated Endangering a Person, a Class A misdemeanor in Marion County Superior Court (Indiana) under Cause # 49D34-2208-F6-021566.
3. The facts of the probable cause indicate that Respondent struck a law enforcement officer with his fist, causing injury to the officer necessitating medical attention.



**II.**  
**RELEVANT AUTHORITY**

4. Pursuant to IC 16-31-3-14(a)(5), the Department may issue sanctions if a certificate or license holder is convicted of a crime, if the act that resulted in the conviction has a direct bearing on determining if the certificate or license holder should be entrusted to provide emergency medical services.
5. Pursuant to IC 16-31-3-14 (b)(3), the Department may issue as censure of a certificate or license holder as a sanction if the individual is eligible for sanctions under section IC16-31-3-14(a).

**III.**  
**CONCLUSIONS OF LAW**

6. Respondent was convicted of the crime of resisting law enforcement on May 10, 2020, and said conviction has a direct bearing on whether Respondent should be entrusted to provide emergency medical services, given the close working relationship between EMS and law enforcement. Respondent' conviction constitutes a violates IC 16-31-3-14(a)(5), and warrants a sanction under IC 16-31-3-14(b)(3).

**IV.**  
**ORDER**

7. Based upon the Findings of Fact and Conclusions of Law, the Department hereby orders that the EMT certificate of Respondent shall reflect a **PUBLIC CENSURE** from the effective date of this Order.
  - a. A Censure is issued when the Department has determined a violation has occurred and wants to emphasize that the action was unacceptable under the EMS Code and rules.
  - b. The Censure is a publicly listed, subject to disclosure under a public records request, and may be utilized by the Department for educational purposes for other providers.
  - c. A Censure may be used as an aggravating factor if there is a future instance of disciplinary sanction by the Department.
  - d. The Censure is based upon these specific factual circumstances and does not preclude the Department from issuing harsher sanctions, where appropriate, for violations of this Rule.

**V.  
EFFECTIVE DATE OF FINDINGS AND ORDER**

Pursuant to Indiana Code § 4-21.5-3-6 of the Administrative Orders and Procedures Act, this Findings and Order is effective fifteen (15) calendar days from the date this Findings and Order is served, unless both a written petition for review and a petition for stay of effectiveness are filed within this fifteen (15) calendar day period. If you are served by United States mail, three (3) additional days will be added to this fifteen (15) day period – extending the period to eighteen (18) days. If both a petition for review and a petition for stay of effectiveness are filed within this time period, the portions of this Findings and Order, that are within the scope of the petition for review and the petition for stay of effectiveness, are stayed for fifteen (15) calendar days from the date of service. This stay may be extended upon consent of the Department or by order of an administrative law judge, who shall conduct a preliminary hearing as soon as practicable to determine whether this Findings and Order should be stayed in whole or in part.

**IV.  
APPEAL RIGHTS**

This order is final and effective fifteen (15) days after service. If you desire administrative review of this order by the Emergency Medical Services Commission, you must comply with the requirements of Indiana Code § 4-21.5-3-7 and file a written petition for review within fifteen (15) days of the earliest date this order was served. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You may submit your petition by the following methods:

**U.S. MAIL OR PERSONAL SERVICE**

Emergency Medical Services Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

**ONLINE**

By completing the form at  
<https://www.in.gov/dhs/4148.htm>


If you comply with the above requirements, your petition will be granted and will be assigned to an administrative law judge for review. If a petition for review is not timely filed, then this order will become final.

For additional information about the administrative review process, visit the following link  
<https://www.in.gov/dhs/appeals.htm>.

**SO ORDERED.**



By: Kraig Kinney, State EMS Director  
Emergency Medical Services  
Indiana Department of Homeland Security



Date



**FINDINGS AND ORDER OF THE  
INDIANA DEPARTMENT OF HOMELAND SECURITY**

**TO: Medic On-Site Services, LLC**  
**Provider Certification #1184**  
**PO Box 5145**  
**Evansville, IN 47716**  
**Attn. Richard Wallis**  
**Primary Email: [rwallis@mediconsite.com](mailto:rwallis@mediconsite.com)**  
**\*\* Service by ACADIS Certification Record email**

**ORDER NUMBER: S0039-2023**

Pursuant to the authority of Indiana Code § 4-21.5-3-6 and Indiana Code § 16-31-3-14, the Indiana Department of Homeland Security (Department) enters this Findings and Order in regard to the ambulance service provider organization certification held by **Medic On-Site Services, LLC** (Respondent), Provider #: **1184**

**I.  
FINDINGS**

1. Respondent is a certified ambulance service provider organization with an expiration date of June 30, 2023.
2. On Tuesday, July 4, 2023, Staff representing the Respondent submitted a renewal of their Renewal Application for Emergency Medical Service Provider Organization Certification. This was after the expiration of the prior certification by 4 days which results in the organization was operating with an expired certification.
3. Respondent's late application demonstrated that they were eligible for recertification and a renewal was issued.

## II AUTHORITY / GOVERNING LAW

4. Pursuant to IC 16-31-3-14(a)(7) and (b)(3), the Department issue a Censure if the certificate or license holder fails to comply and maintain compliance with or violates any applicable provision, standard, or other requirement of this article or rules adopted under this article.

5. Pursuant to IC 16-31-3-14(a)(2) and (b)(5), the Department may assess a civil penalty against the certificate holder or license holder fails to comply and maintain compliance with or violates any applicable provision, standard, or other requirement of this article or rules adopted under this article.

6. Pursuant to 836 IAC 1-2-2(d), Application for ambulance service provider organization certification renewal shall be made not less than sixty (60) days prior to the expiration date of the current certificate to assure continuity of certification. Application for renewal shall be made on forms as provided by the agency.

7. On April 16, 2021, the Indiana EMS Commission approved a non-rule policy on Provider Organization Late Applications that provides:

Application submitted after the expiration date:

a. Provider organization is not certified and may not provide either emergency medical services or EMS education (if a training institution). Any EMS functions by a provider organization during an expired period are not legally authorized. IDHS to notify the expired provider organization as soon as possible.

i. Note that operating or providing EMS or even EMS education during an expired period will subject a provider organization to sanctions separate from this policy.

b. Sanction: When renewed (if within 60 days of expiration), the provider organization shall receive a Censure with a \$250.00 civil penalty.

## III CONCLUSIONS OF LAW

8. The Department finds that Respondent's act of submitting the ambulance service provider organization recertification application 4 days after their application expiration violates IC 16-31-3-14(a)(7) in that the rule 836 IAC 1-2-2(d) requires submission of said applications not less than sixty (60) days period to expiration and hence is subject to sanctions as delineated by the EMS Commission on April 16, 2021.

## IV. ORDER

Based upon the Findings set forth above, the Department Orders the following sanction:

9. Respondent's ambulance service provider certification shall contain a Censure.
10. Respondent is assessed a \$250.00 civil penalty that must be paid within 30 days of this Order. Civil penalties may be paid via credit card or via check payable/money order payable to the "IDHS-Emergency Medical Services Education Fund." Payment may be mailed to the address in #17 below or the credit card authorization form is here: <https://www.in.gov/dhs/ems/individual-certifications/> Note that by statute, "if the certificate holder or license holder fails to pay the civil penalty within the time specified...the department may suspend the certificate holder's certificate or license holder's license without additional proceedings."
11. All submittals required by this Findings and Order, unless notified in writing otherwise, shall be sent to:

Indiana Department of Homeland Security  
Emergency Medical Services Commission  
c/o Secretary  
302 W. Washington Street, Rm. E208  
Indianapolis, Indiana 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

12. In the event that any term of this Findings and Order is found to be invalid, the remaining terms shall remain in full force and effect and shall be construed and enforced as if the Findings and Order did not contain the invalid term.

### III. EFFECTIVE DATE OF FINDINGS AND ORDER

Pursuant to Indiana Code § 4-21.5-3-6 of the Administrative Orders and Procedures Act, this Findings and Order is effective fifteen (15) calendar days from the date this Findings and Order is served, unless both a written petition for review and a petition for stay of effectiveness are filed within this fifteen (15) calendar day period. If you are served by United States mail, three (3) additional days will be added to this fifteen (15) day period – extending the period to eighteen (18) days. If both a petition for review and a petition for stay of effectiveness are filed within this time period, the portions of this Findings and Order, that are within the scope of the petition for review and the petition for stay of effectiveness, are stayed for fifteen (15) calendar days from the date of service. This stay may be extended upon consent of the Department or by order of an administrative law judge, who shall conduct a preliminary hearing as soon as practicable to determine whether this Findings and Order should be stayed in whole or in part.

### IV. APPEAL RIGHTS

This order is final and effective fifteen (15) days after service. If you desire administrative review of this order by the Emergency Medical Services Commission, you must comply with the requirements of Indiana Code § 4-21.5-3-7 and file a written petition for review within fifteen (15) days of the earliest date this order was served. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You may submit your petition by the following methods:

U.S. MAIL OR PERSONAL SERVICE  
Emergency Medical Services Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

ONLINE  
By completing the form at  
<https://www.in.gov/dhs/4148.htm>

If you comply with the above requirements, your petition will be granted and will be assigned to an administrative law judge for review. If a petition for review is not timely filed, then this order will become final.

For additional information about the administrative review process, visit the following link  
<https://www.in.gov/dhs/appeals.htm>.

**SO ORDERED.**



By: Kraig Kinney, State EMS Director  
Indiana Department of Homeland Security

July 20, 2023  
Date



**AMENDED FINDINGS AND ORDER OF THE  
INDIANA DEPARTMENT OF HOMELAND SECURITY**

**TO: Monroe Township Volunteer Fire Department (Clark County)**  
**Provider Certification #0646**  
**315 S. Ferguson St.**  
**Henryville, IN 47126**  
**Attn. Chief Mark Furnish**  
**Primary Email: [MFurnish1@frontier.com](mailto:MFurnish1@frontier.com)**  
**\*\* Service by ACADIS Certification Record email**

**ORDER NUMBER: S0038-2023A**

Pursuant to the authority of Indiana Code § 4-21.5-3-6 and Indiana Code § 16-31-3-14, the Indiana Department of Homeland Security (Department) enters this Findings and Order regarding the nontransport provider organization certification held by **Monroe Township Volunteer Fire Department (Clark County)** (Respondent), Provider #: **0646**

**I.  
FINDINGS**

1. Respondent is a certified nontransport provider organization with an expiration date of June 30, 2023.
2. On Wednesday, July 19, 2023, Staff representing the Respondent submitted a renewal of their Renewal Application for Emergency Medical Service Provider Organization Certification (BLS). This was after the expiration of the prior certification by 19 days which results in the organization was operating with an expired certification.
3. Respondent's late application demonstrated that they were eligible for recertification and a renewal was issued on July 19, 2023.



## II AUTHORITY / GOVERNING LAW

4. Pursuant to IC 16-31-3-14(a)(7) and (b)(3), the Department issue a Censure if the certificate or license holder fails to comply and maintain compliance with or violates any applicable provision, standard, or other requirement of this article or rules adopted under this article.

5. Pursuant to IC 16-31-3-14(a)(2) and (b)(5), the Department may assess a civil penalty against the certificate holder or license holder fails to comply and maintain compliance with or violates any applicable provision, standard, or other requirement of this article or rules adopted under this article.

6. Pursuant to 836 IAC 1-11-2, Application for nontransport provider organization certification renewal shall be made not less than sixty (60) days prior to the expiration date of the current certificate to assure continuity of certification.

7. On April 16, 2021, the Indiana EMS Commission approved a non-rule policy on Provider Organization Late Applications that provides:

Application submitted after the expiration date:

a. Provider organization is not certified and may not provide either emergency medical services or EMS education (if a training institution). Any EMS functions by a provider organization during an expired period are not legally authorized. IDHS to notify the expired provider organization as soon as possible.

i. Note that operating or providing EMS or even EMS education during an expired period will subject a provider organization to sanctions separate from this policy.

b. Sanction: When renewed (if within 60 days of expiration), the provider organization shall receive a Censure with a \$250.00 civil penalty.

## III CONCLUSIONS OF LAW

8. The Department finds that Respondent's act of submitting the nontransport provider organization recertification application 19 days after their application expiration violates IC 16-31-3-14(a)(7) in that the rule 836 IAC 1-2-2(d) requires submission of said applications not less than sixty (60) days period to expiration and hence is subject to sanctions as delineated by the EMS Commission on April 16, 2021.

## IV. ORDER

Based upon the Findings set forth above, the Department Orders the following sanction:

9. Respondent's nontransport provider certification shall contain a Censure.
10. Respondent is assessed a \$250.00 civil penalty by policy. Given this is the first offense and a volunteer EMS provider, but still after expiration, the civil penalty remains but is reduced to \$50.00 that must be paid within 30 days of this Order. Civil penalties may be paid via credit card or via check payable/money order payable to the "IDHS-Emergency Medical Services Education Fund." Payment may be mailed to the address in #17 below or the credit card authorization form is here: <https://www.in.gov/dhs/ems/individual-certifications/>  
Note that by statute, "if the certificate holder or license holder fails to pay the civil penalty within the time specified...the department may suspend the certificate holder's certificate or license holder's license without additional proceedings."
11. All submittals required by this Findings and Order, unless notified in writing otherwise, shall be sent to:
- Indiana Department of Homeland Security  
Emergency Medical Services Commission  
c/o Secretary  
302 W. Washington Street, Rm. E208  
Indianapolis, Indiana 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)
12. In the event that any term of this Findings and Order is found to be invalid, the remaining terms shall remain in full force and effect and shall be construed and enforced as if the Findings and Order did not contain the invalid term.

### **III. EFFECTIVE DATE OF FINDINGS AND ORDER**

Pursuant to Indiana Code § 4-21.5-3-6 of the Administrative Orders and Procedures Act, this Findings and Order is effective fifteen (15) calendar days from the date this Findings and Order is served, unless both a written petition for review and a petition for stay of effectiveness are filed within this fifteen (15) calendar day period. If you are served by United States mail, three (3) additional days will be added to this fifteen (15) day period – extending the period to eighteen (18) days. If both a petition for review and a petition for stay of effectiveness are filed within this time period, the portions of this Findings and Order, that are within the scope of the petition for review and the petition for stay of effectiveness, are stayed for fifteen (15) calendar days from the date of service. This stay may be extended upon consent of the Department or by order of an administrative law judge, who shall conduct a preliminary hearing as soon as practicable to determine whether this Findings and Order should be stayed in whole or in part.

### **IV.**

## APPEAL RIGHTS

This order is final and effective fifteen (15) days after service. If you desire administrative review of this order by the Emergency Medical Services Commission, you must comply with the requirements of Indiana Code § 4-21.5-3-7 and file a written petition for review within fifteen (15) days of the earliest date this order was served. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You may submit your petition by the following methods:

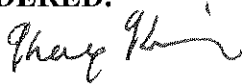
U.S. MAIL OR PERSONAL SERVICE  
Emergency Medical Services Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204  
[emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov)

ONLINE  
By completing the form at  
<https://www.in.gov/dhs/4148.htm>

If you comply with the above requirements, your petition will be granted and will be assigned to an administrative law judge for review. If a petition for review is not timely filed, then this order will become final.

For additional information about the administrative review process, visit the following link  
<https://www.in.gov/dhs/appeals.htm>.

**SO ORDERED.**



By: Craig Kinney, State EMS Director  
Indiana Department of Homeland Security

July 20, 2023  
Date