



**EAST BOISE COUNTY EMS DISTRICT
BOARD OF COMMISSIONERS
AGENDA**

Date	Time	Location
March 14, 2025	1730h	204 Commercial Street, Idaho City, Idaho 83631

1. Action Item	ACTION ITEM NOTATION INFORMATION: Any agenda item that requires a vote of the Board of Commissioners is identified with the appearance of the “Action Item” in the left column of this Meeting Agenda Posting
2. Action Item	Motion to receive Secretary’s agenda notice posting the report and set agenda.
3.	ROLL CALL
4. Action Item	<p>Procedure to follow to amend the Agenda after the Meeting is started: In the event the Board needs to take final action on an emergency matter not included in the approved posted agenda and stating the facts of the reason for the emergency.</p> <ul style="list-style-type: none"> • Why the item was not reasonably anticipated to be on the agenda and stating the facts of the reason for the emergency. [An emergency must be a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage, or loss when the notice requirements of the agenda posting will make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss.] • The motion and the basis for this motion must be included in the minutes of the meeting.
5.	Introduction of Guests
6.	Public Input and Special Presentations
7. Action Item	Approval of Minutes from February 5th, 2025, February 19, 2025, February 21, 2025
8.	Review of EBCAD Survey

<p>9. Action Item</p>	<p>EBCED letterhead-</p> <ul style="list-style-type: none"> ● Discussion ● approval
<p>10. Action Item</p>	<p>Email/Program discussion</p> <ul style="list-style-type: none"> ● Microsoft email ● Microsoft office ● Review and Pick plans
<p>11. Action Item</p>	<p>Staffing Discussion</p> <p>Staffing Model- Payroll Plan</p> <ul style="list-style-type: none"> ● Number of Full-time Employees ● Number of Part-time Employees ● Pay Rates for each position- <p style="margin-left: 40px;">Director Assistant EMT- Full time EMT- Part-time</p> <ul style="list-style-type: none"> ● Scheduling/ Staffing
<p>12. Action Item</p>	<p>Executive Session- Certain Ambulance District-related matters may need to be discussed confidentially as a matter of law subject to applicable legal requirements; the Council may enter an executive session to discuss such matters.</p> <p style="text-align: center;">IC SECTION 74-206(1)(B) TO CONSIDER PERSONNEL MATTERS</p> <ul style="list-style-type: none"> ● Action after Executive Meeting
<p>13. Action Item</p>	<p>Health Insurance Discussion for Employees</p> <ul style="list-style-type: none"> ● Review of quotes received ● Discuss Plan ● Discussion
<p>14. Action Item</p>	<p>Budget Hearing:</p> <ul style="list-style-type: none"> ● Schedule the date, time, and location of the District’s Budget Hearing for fiscal year 2026 ● Notify the County Clerk <p style="text-align: center;">This has to be done each year by April 30th of each year. Failure to do use will prohibit the District from increasing the dollar amount of their property tax. Idaho Code Section 63-802A</p>

<p>15..</p> <p>Action Item</p>	<p>Grant for a new ambulance</p> <ul style="list-style-type: none"> ● Review of quotes received ● Update ● Idaho EMSave Grant- discussion and decision ● Mission and Vision statement for grant writing purpose
<p>16.</p> <p>Action Item</p>	<p>Budget and Licensing Discussion- What needs to be completed for the district to take affect. Needs to be completed prior to October 1, 2025</p> <p>Requirement for Licensing- Need to be started and completed-</p> <ul style="list-style-type: none"> ● 911- agreement, ● Contracts for Mutual Aid, ● HIPAA ● Interop agreement with Ada Co. ● Medical Director agreement, ● Medical Supervision plan, ● Medicare and Medicaid agreements, ● Mutual aid and MOU ● NPI Number, ● Operation Plan, ● Optional Module addendum ● Policies, ● Protocols, ● UEI number update <p>What is needed for Mari and Jeff to work on the Budget</p> <ul style="list-style-type: none"> ● Ambulance fee set ● Billing contract -company ● Collections agency- contract ● Contract with County for fuel- use of fuel yard ● Employee pay rates ● Health insurances ● ICRMP – with Employees ● Lease agreements-Lowman/Wilderness ranch ● Mass gathering fees ● Number of employees ● Payroll company ● PERSI- complete application ● Workman Comp- with Employees
<p>17.</p> <p>Action Item</p>	<p>Cash Handling Policy-</p> <ul style="list-style-type: none"> ● review proposed policy ● adopt cash handling policy

<p>18. Action Item</p>	<p>Continued Business-</p> <ul style="list-style-type: none"> • Bookkeeping software- program • Medical Supervision plan and Plan of Operation • Mission Statement • Payroll services • PO box update • Vision Statement • Website update
<p>19. Action Item</p>	<p>Schedule workshops:</p> <ul style="list-style-type: none"> • Budget • Policy
<p>20. Action Item</p>	<p>Strategic Planning:</p> <ul style="list-style-type: none"> • Confirm team members • Schedule meeting dates
<p>21.</p>	<p>Reports:</p> <ul style="list-style-type: none"> ● President ● Vice President ● Secretary ● Treasurer ● District legal counsel ● Director of Operations <ul style="list-style-type: none"> ○ Calls ○ Other information ○ Personnel ○ Unit Status ○ Upcoming Training
<p>22. Action Item</p>	<p>Refund Payment-</p> <ul style="list-style-type: none"> ● Refund approval for Po Box setup payment to Mari

<p>23.</p>	<p>Future Agendas</p> <ol style="list-style-type: none"> 1. Starting the process of establishing a budget for this fiscal year and next and setting fees necessary to provide ambulance services in addition to the levy request starting on a date that works with the plan of dissolution of the East Boise County Ambulance District. 2. Identification of additional and future organizational issues to be discussed: <ul style="list-style-type: none"> ○ Audit Policy /GASB 34 ○ Budget Preparation and Approval ○ Electronic and Audio Records ○ Fee Policy ○ HIPAA/ Policy/ and Forms ○ Investment Process Police ○ Operational Policy and Guidelines for the Generation of Records in the Conduct and Administration of District Business ○ Public Records Requests ○ Records Classification ○ Records Custody, Control and Access Designations ○ Records Retention ○ Personnel Policy
<p>24. Action Item</p>	<p>Adjournment</p>
	<p>Date, time, and location for next meeting of the Board of Commissioners</p> <p>Next Meeting Date: April 2nd, 2025 Time: 17:30h Location: Idaho City Ambulance Shed 204 Commercial St</p>

I.C. 74-204(1) & (2) Post meeting notice five (5) calendar days in advance of meeting and If Board holds regular monthly meetings post notice two (2) calendar days in advance of meeting, Special Meeting: Post agenda forty-eight (48) hours in advance of meeting.

Posting Report: Date Time of Posting and Posting Locations

Date_ Time /Location_204 Commercial Street Idaho City_ / By

Date /Time_ /Location EBCED FACEBOOK AND EBCAD website / By Mari A.