



East Boise County EMS District
March 14, 2025
204 Commercial St, Idaho City
Meeting Minutes

Call to Order: Meeting was called to order at 5:43pm by Commissioner Gross

Approval of Board of Meeting Agenda Notice Postings: Director Adams reported the timing and location of Meeting Agenda postings.

Roll Call: Commissioners Present: Commissioner Gross, Commissioner Gomez, Commissioner Anderson
Others present included: Treasurer Chavez, Legal Counsel Gigray (via Zoom), Secretary Gillett, EBCAD Director Adams

Public Input and Special Presentation: None.

Approval of Previous Meetings Minutes: Secretary Gillett presented the minutes for regular meeting held on February 5, 2025, Commissioner Gross MOTIONED to accept and approve the minutes as presented. Commissioner Gomez SECOND. All Ayes. Secretary Gillett presented the minutes for special meeting held on February 19, 2025, Commissioner Gross MOTIONED to accept and approve the minutes as presented. Commissioner Anderson SECOND. All Ayes. Secretary Gillett presented the minutes for special meeting held on February 21, 2025, Commissioner Gross MOTIONED to accept and approve the minutes as presented. Commissioner Gomez SECOND. All Ayes.

Review EBCAD Survey: Director Adams presented the results of the survey. 17 responses. Main area of concern was clean-up after shift. Other concerns were reliability of ambulances, equipment availability and upgrades, and station amenities like down time entertainment.

EBCED Letterhead: Design for EBCED logoed letterhead was presented. Commission Gross MOTIONED to approve the letterhead presented. Commission Anderson SECOND. All Ayes.

Email program discussion: Director Adams presented the Commissioner with the subscription availability for MS Office. Commissioner Gross MOTIONED to approve the purchase of Office 365 G3-GCC licenses at \$231/yr for 2 licenses and 4 licenses at the rate of \$40.32/yr for Office 365 F3-GCC. Commissioner Gomez SECOND. All Ayes.

Staffing Discussion: Director Adams discussed the hiring and turnover challenges that will be encountered due to the rural location and nature of the industry, number of staff needed to have full time paid coverage of the ambulance district, benefits that may attract applicants, and other general staffing issues that may be encountered. Commissioner Gomez voiced concern about costs of staffing compared to tax revenue. Discussion on staffing and other income beside tax revenue.

Executive Session: Commissioner Gross MOTIONED to move into executive session per Idaho Code Section 74-206(1)(b) To consider the evaluation, of a staff member or individual agent and to appoint Legal Counsel Gigray as the secretary of the executive session. Commissioner Anderson SECOND. Roll call vote: Commissioner Gross-Aye, Commissioner Gomez-Aye, Commissioner Anderson-Aye. Motion passed unanimously. The Commissioners, Legal Counsel Gigray were present when the executive session commenced at 6:30 p.m. Information was then exchanged among the Commissioners regarding the subject matters of the executive session. Director of Operations Mari Adams was invited into the executive session at 7:01 p.m. The executive session continued with an exchange of information among the Commissioners and Mari Adams regarding the subject matter of the executive session. At 7:06 p.m. a motion was made to come out of executive session which passed by voice vote unanimously. **Open session resumed** and Chairman Gross reported that information was received, in relation to the announced purpose for going into executive session, and no action was taken by the Commissioners. The Commissioners directed Director Adams and Treasurer Chavez to prepare the budget for a full-time Director position at \$35/hr, a full-time Assistant Director position at \$25/hr, and 2 full time EMT and 6 part-time EMT positions at \$19/hr.

Health Insurance Discussion for Employees: Discussion of multiple quotes - Tabled

Budget Hearing: Determined scheduling of District's Budget Hearing for FY26. Commissioner Gross MOTIONED to schedule the budget hearing on August 20, 2025, at 5:30pm at the EBCAD office. Commissioner Gomez SECOND. All Ayes. Director Adams will notify the County Clerk

Grant for New Ambulance: Discussion on quotes received for new ambulance. Other quotes are in process. There was a determination of specifications needed to eliminate quotes for ambulances that will not meet

the district's needs. Discussion on funds shortage after grant. Discussion on need for EBCAD/Boise County endorsement due to timing of grant application due date and EBCED formation date. Discussion of Idaho EMSave Grant. Discussion of Mission and Vision Statements needed for grant writing purposes.

Budget and Licensing Discussion: Director Adams presented a list of items that need completed for the new district to be licensed with the State of Idaho. Treasurer Chavez provided a list of items needed for the budget process. Commissioners will review and approve agreements, contracts, policies, and plans in future workshops. Commissioner Gross MOTIONED for EBCED to participate in PERSI. Commissioner Gomez SECOND. All Ayes

Cash Handling Policy: Director Adams presented a proposed cash handling policy needed for audit and controls. Discussion of use of Audit firm to review. Preference is to use County Audit Partner, Bailey and Co. Tabled.

Continued Business:

Bookkeeping software-waiting on quote.

Medical Supervision Plan and Plan of Operations- Tabled for workshop

Mission/Vision Statement-may be needed for grants. Review of previous submitted. Tabled for workshop

Payroll: determined that District will use payroll service

PO Box: Completed, reimbursement to Director Adams

Website Update: Contract pending

Schedule Workshops: Fee Schedule and Policies Workshop, April 16, 2025, 5:30pm at EBCAD office.

Strategic Planning: Discussion on volunteer for planning- Table meeting dates

Officer Reports:

- Director's Report: Update of number of medical calls for the year. Update on personnel. Letters to volunteer missing hours. Unit 13 & 15 still in the shop. Unit 14 automatic chain and dump not working. Will be repaired after return of one of the units that is currently being repaired. Upcoming Training with Wilderness Ranch
- Chairman's Report: Commissioner Gross updated on the website. Contract for website is being completed.
- Vice-Chairman's Report: None
- Treasurer's report: Bank account has been opened. Check from Boise County has been received and will be deposited.
- Secretary's report: None
- Legal Counsel's Report: Legal Counsel Gigray provided a summary of current ID legislative bills being proposed. Highlighting ones that would directly affect EBCED

Refund Payment: PO Box. Commissioner Gross MOTION to accept demand warrant to repay Director Adams for the PO box in the amount of \$70. Commissioner Gomez SECOND. All Ayes

Future Agenda Items:

- Budgets
- Fee Schedule
- Organizational Policies and Procedures
- Personnel Policies
- Training and recruitment for 2026
- Bookkeeping software
- Auditor
- Recordkeeping

Next meeting: Regular Meeting, Wednesday, April 2, 2025, 5:30pm, EBCED offices 204 Commercial St, Idaho City

Adjournment: Commissioner Gross adjourned the meeting at 8:48pm

Submitted By:



Name: Amy Gillett
Title: Secretary

Approved this 11th day of April, 2025 by:

Name: Alex J Gross
Title: Commissioner, District 3, Chair



Name: James Anderson
Title: Commissioner, District 2



Name: David Gomez
Title: Commissioner, District 1

