



**EAST BOISE COUNTY EMS DISTRICT  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
Special AGENDA NOTICE**

**PLEASE TAKE NOTICE:** The Board of Commissioners of the East Boise County EMS District will conduct a Special Meeting at the following date, time and location:

DATE	TIME	LOCATION
April 16 <sup>th</sup> , 2025	1730	204 Commercial Street, Idaho City, Idaho 83631

**Action Item Notation:** Any agenda item that may have a vote is identified with the appearance of “Action Item” in the left column of this Meeting Agenda.

1. **Call to Order:**

2. **Commissioners Roll Call:**

3. **Approval of Board of Meeting Agenda Notice Postings:**

Action Item

- Report of the Secretary on agenda notice postings inclusive of any amended agenda notice postings
- Motion to receive Secretary’s agenda notice, posting report, and set agenda.
- To amend the agenda after the start of the meeting and in the event the Board needs to take final action on the amended item – a motion must state that an emergency exists and be noted in the minutes and why the item was not reasonably anticipated to be on the agenda and state the reason there is an 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 agenda posting will make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss.]

4. **Public Input and Special Presentations:**

5. **Approval of Previous Meeting Minutes:**

Action Item

- Approval of prior Meeting Minutes- March 14, 2025 and April 2, 2025
- Any changes should be made at this time. Approval for any and all open meeting minutes from the month prior should be made by a separate board vote.

6. **Bills to Pay**

Action Items

- Meadowlark Marketing- website- [Invoice\\_1655\\_from\\_Meadowlark\\_Marketing.pdf](#)

7. **Unfinished/Tabled Business Scheduled for this Board Meeting**

Action Items

- 911 Agreement – State Communications. [State Comm. MOU-Revised.docx](#)
- Agreement with the Medical Director. [Medical Director Contract- EBCED Updated.docx](#)
- Mutual Aid Agreement with Boise County to use the fuel station.- [Fuel INTERGOVERNMENTAL AGREEMENT- draft \(1\).docx](#)
- Website- Review contract for service- [Services Contract - East Boise County EMS District encrypted .pdf](#)
- Bookkeeper- Contract review [Accounting Service Agreement - EBCAD.doc](#)
- Documents needed for Mari to apply for Licensing-
  - Medical Director Agreement-[Medical Director Contract- EBCED Updated.docx](#) ✓
  - Medical Supervision Plan-[Medical Supervision Plan - Draft Loehr Edits.docx](#) ✓
  - Protocols- State Protocols-[East Boise County EMS District-Protocol Adoption.docx](#) ✓

10. **Future Agendas**

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:
  - o Budget Preparation and Approval
  - o Investment Process Policy
  - o Audit Policy /GASB 34
  - o Operational Policy and Guidelines for the Generation of Records in the Conduct and Administration of District Business
  - o Records Classification
  - o Records Retentions
  - o Electronic and Audio Records
  - o Records Custody, Control and Access Designations
3. Discussion for Future Items

11

Action  
Items

**Executive Session under Idaho Code § 74-206 (1) may be held if determined necessary by the Commissioners. An executive session, at which members of the public are excluded, may be held. The following are the purposes for which the Commissioners may convene into executive session under Idaho Open Meeting Law.**

I.C. § 74-206 (1) (a)-(f), (i), or (j)

- (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;
- (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent;
- (c) To acquire an interest in real property which is not owned by a public agency;
- (d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code;
- (e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;
- (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.
- (g) N/A
- (h) N/A
- (i) To engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement.
- (j) To consider labor contract matters authorized under section 74-206A (1) (a) and (b), Idaho Code.

Motion to include a designation of those to be in attendance during the executive session, followed by a roll call vote.

**Resume Meeting**

12. **Set Date, Time, and Location for the Next Meeting.**

- Date: April 28, 2025
- Time: 1730h
- Location: 204 Commercial Street, Idaho City, Idaho 83631

- Dispatch agreement- [State Comm. MOU-Revised.docx](#) ✓
- Geographic Coverage- map/description

8. **Workshops:**

Action  
Items

**Budget**

- Ambulance Fee Setting- [\(Ambulance Fees\)Copy of Rate Analysis2024\\_EBCAD- \(1\).xlsx](#)
- Billing Contract – Selection of Company.
- Collections Agency – Contract Review.
- Mass Gathering Fees- [.Mass Gathering charges.docx](#)
- Review of All Other Budget Categories.
- Vehicle Maintenance Plans.

**Policy/Agreements/ Protocols**

- General Policy
  1. [East Boise County EMS District- Infectious Disease.docx](#)
  2. [East Boise County EMS District Cash Policy- draft.docx](#)
  3. [East Boise County EMS District-Accident Reporting.docx](#)
  4. [East Boise County EMS District-Code of Conduct Policy.docx](#)
  5. [East Boise County EMS District-Drug and Alcohol.docx](#)
  6. [East Boise County EMS District-Leave of Absence.docx](#)
  7. [East Boise County EMS District-Protocol Adoption.docx](#)
  8. [East Boise County EMS District-Search and Rescue.docx](#)
  9. [East Boise County EMS District-Vehicle Use Policy.docx](#)
  10. [HIPAA draft.docx](#)
  11. [Medical Supervision Plan - Draft Loehr Edits.docx](#)
  12. [Nitrous Oxide Administration Protocol - Dr approved.docx](#)
  13. [Operations Plan Draft- EBCED .docx](#)
  14. [East Boise County EMS District-Retention and Distruction.docx](#)
- Personnel
  1. [Assistant to the Chief- Job Description- Draft.docx](#)
  2. [Chief of Operations Job Description - Draft- Feb.docx](#)
  3. [East Boise County EMS District-Personnel Review.docx](#)
  4. [East Boise County EMS District-Unit Personnel Compliance Officer.docx](#)
  5. [Paid EMT Job Description - Draft.docx](#)
  6. [Volunteer EMT- Job Description-draft.docx](#)
- Fee Policy
- Lease Agreements – Lowman/Wilderness Ranch.
  1. [\(Ambulance Fees\)Copy of Rate Analysis2024\\_EBCAD- \(1\).xlsx](#)
  2. [Lowman Lease agreement.pdf](#)
  3. [LowmanLease for extraction Truck.pdf](#)
  4. [Wilderness ranch lease agreement.pdf](#)
  5. [WRFPD EBCAD Lease Agreement.pdf](#)
- Mutual Aid and MOU
- Public Records Requests
  1. [East Boise County EMS District-Public Records Request Protocol.docx](#)

9. **Old Business:**

Action  
Items

- 1) Unit 13 Deed Restriction Language/Draft Deed Language

13. **Adjournment:**

Action  
Item

I.C. § 74-204 (1) & (2) **Regular Meeting:** Post forty-eight (48) hours in advance of the meeting. **Special Meeting:** Post at least a twenty-four (24) hour in advance of the meeting, unless an emergency exists.

**District Secretary Posting Report:**

by: Mari A. Date: 04/9/2025 Time: 10:00am Location/s 204 Commercial Street Idaho City

by: Mari A. Date: 04/10/2025 Time: 1:20pm EBCED Facebook Page

**Agenda Posting:** Post agenda 48 hours in advance of regular meeting. and 24 hours in advance of special meeting.