



East Boise County EMS District
April 16, 2025
204 Commercial St, Idaho City
Workshop Meeting Minutes

Call to Order: Meeting was called to order at 5:40pm by Commissioner Gomez

Roll Call: Commissioners Present: Commissioner Gomez, Commissioner Anderson

Others present included: Treasurer Chavez, Legal Counsel Gigray (via Zoom), Secretary Gillett, EBCAD
Director Adams

Absent: Commissioner Gross

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

Public Input and Special Presentation: None.

Approval of Previous Meetings Minutes: Secretary Gillett presented the minutes for the regular meeting held on April 2, 2025. Commissioner Gomez MOTIONED to accept and approve the minutes as presented. Commissioner Anderson SECOND. All Ayes. Secretary Gillett presented the minutes from the regular meeting held on March 14, 2025. Commissioner Gomez MOTIONED to accept and approve the minutes as presented. Commissioner Anderson SECOND. All Ayes.

Bills: Treasurer Chavez presented bills for review and approval. Discussion ensued. Commissioner Gomez MOTIONED to approve the contract and invoice for Meadow Lark Marketing in the amount of \$1500 for website design. Commissioner Anderson SECOND. All Ayes.

Unfinished/Tabled Business: Director Adams presented the Memorandum of Understanding between East Boise County EMS District and Idaho State Communications for review. Agreement is the same as the agreement with EBCAD. Commissioner Gomez MOTIONED to approve the Memorandum of Understanding between East Boise County EMS District and Idaho State Communications. Commissioner Anderson SECOND. All Ayes. Commissioner Gross to sign.

Director Adams presented the Independent Contractor Agreement between East Boise County EMS District and Dr Alex Loehr for services as Emergency Medical Services Medical Director. Agreement is the same as the agreement with EBCAD. Dr Loehr has signed the agreement. Commissioner Gomez MOTIONED to approve the Independent Contractor Agreement with the Dr Loehr as EMS Medical Director. Commissioner Anderson SECOND. All Ayes.

Director Adams presented INTERGOVERNMENTAL AGREEMENT between East Boise County EMS District and Boise County for use of the fuel station for the fueling of ambulances and the command truck(s). Commissioner Gomez MOTIONED to approve the Intergovernmental Agreement with Boise County. Commissioner Anderson SECOND. All Ayes. Commissioner Gross to sign.

Treasurer Chavez presented a Bookkeeper Service Agreement with Dawns Distribution, Inc./Melanie Clark for bookkeeping services. Legal Counsel Gigray recommended changes related wording of scope and timeliness of the work. Commissioner Gomez MOTIONED to approve the Bookkeeping Services Agreement with Dawns Distribution, Inc./Melanie Clark with the recommended changes. Commissioner Anderson SECOND. All Ayes.

Director Adams presented The Medical Supervision Plan. Discussion ensued. Minor changes related to radio numbers and call signs were added. Commissioner Gomez MOTIONED to approve the Medical Supervision Plan with changes. Commissioner Anderson SECOND. All Ayes.

Director Adams presented the Protocol Adoption Policy for the adoption of State of Idaho EMS Physician Commission Statewide Protocols. Discussion ensued including the possibility that other protocols could be adopted in the future as needed. Commissioner Gomez MOTIONED to approve the Protocol Adoption Policy. Commissioner Anderson SECOND. All Ayes.

Director Adams discussed the geographical coverage map of the district and possible changes. Discussion ensued. Item was tabled.

Workshop: Budget Items:

Ambulance Fee Setting: Director Adams presented a rate analysis of current EBCAD rates compared to other agencies. Discussion ensued. Rate changes require a hearing for notice to adopt fees. It was recommended to have the hearing at the same time as the budget hearing. Rate changes were tabled for new year Medicaid/Medicare rates.

Billing Contract: Director Adams presented contracts for medical billing services. Discussion ensued. Commissioner Gomez MOTIONED to approve the contract with EMS MC and Lifeline Collections for medical billing services. Commissioner Anderson SECOND. All Ayes.

Mass Gathering Fees: Director Adams presented the current EBCAD mass gathering fees for consideration. Discussion ensued. New fees would be part of the hearing to adopt fees. Item was tabled for comparison with other agencies.

Review of all other Budget Categories: Director Adams and Treasurer Chavez presented a tentative budget base on known expenses. Discussion ensued. Tabled for updated budget with fees adoption. Vehicle Maintenance Plans. Director Adams discussed the importance of a vehicle maintenance plan. Preventative maintenance was not being kept up in previous years leading to the breakdown of ambulances. Currently Alex and Jon have been doing routine maintenance on the ambulances when they are not in the shop for repairs. It was recommended that vehicle maintenance costs be included in the budget. Discussion ensued. Tabled for further discussion.

Policy/Agreements/Protocols: Director Adams presented documents related to general policies, personnel policies, fee policies, lease agreements, mutual aid and MOU, and public records requests. Discussion ensued. Meeting with Lowman Fire Commissioners to discuss lease agreement has been rescheduled for May 12, 2025, at 6:30pm at the Lowman Fire Station. A procurement policy was identified as needed. Tabled for Commissioner review of all presented documents.

Old Business: Unit 13 Deed Restriction Language/Draft Deed Language. Tabled for Commissioner Gross's input.

Future Agenda Items:

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

Executive Session: None

Officer Reports: Director Adams provided an update on ambulances. Unit 13 was back in operation. Unit 15 repairs are complete, awaiting delivery from the repair shop. Air St Lukes has donated a used ambulance that should be arriving on April 17, 2025. The new ambulance on order is still in production with no update on arrival date.

Next meeting: Regular Meeting, Monday, April 28, 2025, 5:30pm, EBCED offices 204 Commercial St, Idaho City. EBCED and Loman Fire District Commissioners, May 12, 2025, 6:30pm, Lowman Fire Station 80, 8000 HWY 21, Loman.

Adjournment: Commissioner Gomez adjourned the meeting at 8:52pm

Submitted By:



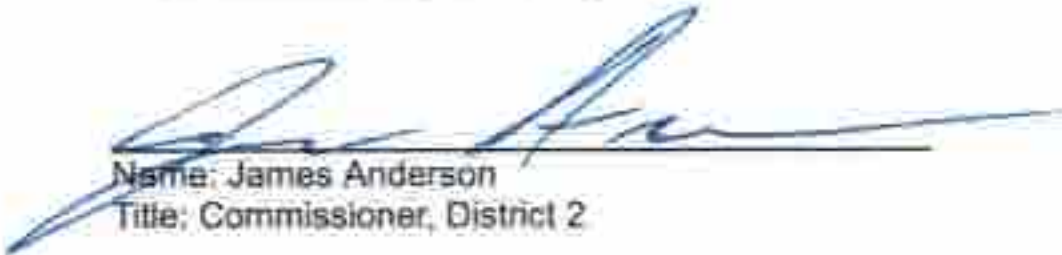
Name: Amy Gillett
Title: Secretary

Approved this 23 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

