



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

Date	Time	Location
April 2, 2025	1730h	204 Commercial Street, Idaho City, Idaho 83631

<b>1.</b>  Action Item	<b>ACTION ITEM NOTATION INFORMATION:</b> 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
<b>2.</b>  Action Item	<b>Agenda notice posting report and set agenda.</b> Date: Time: Location(s):
<b>3.</b>	<b>ROLL CALL</b>
<b>4.</b>  Action Item	<b>Amendments to agenda (if needed)</b> <b>Procedure to follow to amend the Agenda after the Meeting is started:</b> 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. <ul style="list-style-type: none"> <li>• 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.]</li> <li>• The motion and the basis for this motion must be included in the minutes of the meeting.</li> </ul>
<b>5.</b>	<b>Introduction of Guests</b>
<b>6.</b>	<b>Public Input and Special Presentations</b>
<b>7.</b>  Action Item	Approval of Minutes from March 14, 2025
<b>8.</b>  Action Item	Bills:

<p><b>9.</b> Action Item</p>	<p><b>Stop the Bleed Sublicensing Agreement</b></p>
<p><b>10</b> Action Item</p>	<p><b>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.</b></p> <p><b>IC SECTION 74-206(1)(B) TO CONSIDER PERSONNEL MATTERS</b></p> <ul style="list-style-type: none"> <li>● <b>Action after Executive Session</b></li> </ul>
<p><b>11.</b> Action Item</p>	<ul style="list-style-type: none"> <li>●</li> </ul>
<p>12. Action Item</p>	<p><b>Email and website</b></p> <ul style="list-style-type: none"> <li>● Microsoft email</li> <li>● Microsoft Office</li> <li>● .gov issues- DNS need help</li> <li>● Website update</li> </ul>
<p><b>13.</b> Action Item</p>	<p><b>Health Insurance Discussion for Employees</b></p> <ul style="list-style-type: none"> <li>● Review of quotes received</li> <li>● Discuss Plan- Provide insurance vs. stipend</li> </ul>
<p>14. Action Item</p>	<p><b>Grant for a new ambulance</b></p> <ul style="list-style-type: none"> <li>● Review of quotes received</li> <li>● Update</li> <li>● Idaho EMSave Grant- discussion and decision</li> <li>● There will be a discussion and correspondence that needs to be signed to submit the application request, should the Board want to move forward with the grant application after discussion.</li> <li>● Support letter</li> </ul>
<p>15. Action Item</p>	<p>Mission and Vision statement</p>

<p>16. Action Item</p>	<p>Licensing Process Review-</p> <ul style="list-style-type: none"> <li>● State EMS Process and approval to submit</li> <li>● NREMT Process and approval to submit</li> </ul>
<p>17. Action Item</p>	<p>Tax levy paperwork and information review</p>
<p>18. Action Item</p>	<p>Bookkeeper and Payroll discussion</p> <ul style="list-style-type: none"> <li>● Payroll company</li> <li>● Bookkeeper</li> </ul>
<p>19. Action Item</p>	<p><b>Budget and Licensing Discussion- What needs to be completed for the district to take affect. Needs to be completed prior to October 1, 2025</b></p> <p><b>Requirement for Licensing- Need to be started and completed-</b></p> <ul style="list-style-type: none"> <li>● 911- agreement, (requested from St. Comm 3/26/2025)</li> <li>● Interop agreement with Ada Co.</li> <li>● Medical Director agreement,</li> <li>● Medicare and Medicaid agreements,</li> <li>● NPI Number, - sign Form</li> <li>● Optional Module addendum</li> </ul> <p><b>What is needed for Mari and Jeff to work on the Budget</b></p> <ul style="list-style-type: none"> <li>● Contract with County for fuel- use of fuel yard – approve MOU</li> <li>● Health insurance</li> <li>● ICRMP – with Employees (will not be able to update till after April 22)</li> <li>● Lease agreements- Lowman/Wilderness ranch</li> <li>● Workman Comp- with Employees-</li> <li>● PERSI- sign paperwork</li> </ul>

<p><b>20.</b></p> <p>Action Item</p>	<p><b>Schedule workshops:</b></p> <ul style="list-style-type: none"> <li>• Budget <ol style="list-style-type: none"> <li>1. Ambulance fee set</li> <li>2. Billing contract -company</li> <li>3. Bookkeeping software- program</li> <li>4. Collections agency- contract</li> <li>5. Mass gathering fees</li> <li>6. Payroll</li> <li>7. Vehicle maintenance</li> <li>8. All other categories</li> </ol> </li>   <li>• Policy/agreements <ol style="list-style-type: none"> <li>9. Lease agreements- Lowman/Wilderness ranch</li> <li>10. Medical Supervision plan,</li> <li>11. Mutual aid and MOU</li> <li>12. Operation Plan,</li> <li>13. Personnel Policy</li> <li>14. Policies,</li> <li>15. Protocols,</li> </ol> </li> </ul>
<p><b>21.</b></p>	<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>● President</li> <li>● Vice President</li> <li>● Secretary</li> <li>● Treasurer</li> <li>● District legal counsel</li> <li>● Director of Operations <ul style="list-style-type: none"> <li>○ Calls</li> <li>○ Other information</li> <li>○ Personnel</li> <li>○ Unit Status</li> </ul> </li> </ul> <p>Upcoming Training</p>

<p><b>22.</b></p>	<p><b>Future Agendas</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Identification of additional and future organizational issues to be discussed: <ul style="list-style-type: none"> <li>○ Audit Policy /GASB 34</li> <li>○ Budget Preparation and Approval</li> <li>○ Electronic and Audio Records</li> <li>○ Fee Policy</li> <li>○ HIPAA/ Policy/ and Forms</li> <li>○ Investment Process Police</li> <li>○ Operational Policy and Guidelines for the Generation of Records in the Conduct and Administration of District Business</li> <li>○ Public Records Requests</li> <li>○ Records Classification</li> <li>○ Records Custody, Control and Access Designations</li> <li>○ Records Retention</li> </ul> </li> </ol>
<p><b>23.</b></p> <p>Action Item</p>	<ul style="list-style-type: none"> <li>○ <b>Adjournment</b></li> </ul>
	<p><b>Date, time, and location for next meeting of the Board of Commissioners</b></p> <p>Next Meeting  Date: May 7<sup>th</sup>, 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\_ 3/30/2025    Time 10:00 /Location\_204 Commercial Street Idaho City\_ / By Mari Adams**

**Date3/31/2025 /Time\_10:13  
website / By Mari A.**

**/Location EBCED FACEBOOK AND EBCAD**