



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

[https://teams.microsoft.com/j/meetup-join/19%3ameeting\\_MmZhOWFmNDgtNjg0NC00MDBjLTk3NDEtNmYzYzRhMTBjMGU3%40thread.v2/0?context=%7b%22Tid%22%3a%2271a8b82-0c82-4da8-8daf-1a6c2dcb490c%22%2c%22Oid%22%3a%22811c551e-2388-4167-92bd-e3a6ff3280fc%22%7d](https://teams.microsoft.com/j/meetup-join/19%3ameeting_MmZhOWFmNDgtNjg0NC00MDBjLTk3NDEtNmYzYzRhMTBjMGU3%40thread.v2/0?context=%7b%22Tid%22%3a%2271a8b82-0c82-4da8-8daf-1a6c2dcb490c%22%2c%22Oid%22%3a%22811c551e-2388-4167-92bd-e3a6ff3280fc%22%7d)

**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
June 18 <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. **Approval of Board of Meeting Agenda Notice Postings:**

Action Item

- Report of the 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.]

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

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

Action Item

- Approval of prior Meeting Minutes- May 26<sup>th</sup> 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.

5. **Bills to Pay**

Action Items

6. **New Business:**

Action Items

- [Financial Policy - Gigray Edits Cash Policy Added.docx](#)
- [Procurement Policy & Procedure Manual Revised 6-1-25 - Gigray Edits.docx](#)
- [Records Policy 05.07.25 .docx](#)
- [2025 EBCED and WR Dual Response Protocol\\_d1.docx-](#)
- [Approval of Deed from Brassey Properties LLC](#)



## Unfinished/Tabled Business Scheduled for this Board Meeting

1. Lowman Lease and extraction truck Discussion
2. Billing and Collections Contract-
  - [Unexecuted - 2025-04-30 - East Boise County EMS District Contract and BAA.docx](#);
  - [Unexecuted - 2025-04-30 - East Boise County EMS District Collections Master Agreement and SOW .docx](#)

### Policies

3. [Financial Policy - Gigray Edits Cash Policy Added \(1\).docx](#)
4. [East Boise County EMS District-Public Records Request Protocol - Revised 4-13-25 \(1\).docx](#)
5. [East Boise County EMS District-Public Records Request Application - Revised 4-13-25 \(1\).docx .docx](#)
6. [Procurement Policy & Procedure Manual Revised 6-1-25 - Gigray Edits \(1\).docx](#)

### 8. Personnel

Action  
Items

- Personnel
  1. [Paid EMT Job Description - Draft -detailed.docx](#)
  2. [Paid EMT Job Description - Draft.docx](#)
  3. [Volunteer EMT Job Description - Draft.docx](#)
  4. [East Boise County EMS District-Unit Personnel Compliance Officer.docx](#)
  5. [EBCED Personnel-Policy -Revised 5-18-25.docx](#)
  6. [EBCED Employment Application - Draft.docx](#)

### 9. Budget

Action  
Items

- Ambulance Fee [Ambulance fee \(Ambulance Fees\)Copy of Rate Analysis2024\\_EBCAD-\(1\).xlsx](#)
- Mass gathering Fees
  - a. [Mass Gathering fees mass gathering](#)
  - b. [Fee Structure For Mass Gathering/Standby Services,](#)
  - c. [example of Acute charges.pdf](#)
  - d. [Ada standby charges.pdf](#)
  - e. [FY25 ~ EBCED Budget Worksheet - Proposed \(1\).xlsx](#)
  - f. [FY26 ~ EBCED Budget Worksheet - Proposed \(1\).xlsx](#)
- health insurance vs. Stipend-[Health Insurance](#)
- Ride ticket discussion and decision [Copy of Ride Ticket final 12-23.docx](#)



## 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:
  - Budget Preparation and Approval
    1. [Budget](#)
    2. [Set fee](#)
  - Investment Process Policy
  - ICRMP – with Employees
  - Audit Policy /GASB 34- **Gigray providing**
  - Operational Policy and Guidelines for the Generation of Records in the Conduct and Administration of District Business- **Gigray providing**
  - Electronic and Audio Records- **Gigray providing**
  - Records Custody, Control and Access Designations- **Gigray providing**
  - Fee Policy- **Gigray presenting**
  - Mutual Aid and MOU-
    - BCFFA MOU
    - Garden Valley
    - Wilderness Ranch Joint EMS Response
    - Northwest paramedic Associates
    - Elmore Counties, Mutual Assistance agreement
    - Boise, Gem and Valley Counties Mutual Assistance Agreement
  - Lease Agreements – Lowman/Wilderness Ranch.
    - [Wilderness ranch lease agreement.pdf](#)
    - [WRFPD\\_EBCAD Lease Agreement.pdf](#)



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.
- (i) To consider labor contract matters authorized under section 74-206A (1) (a) and (b)

**12. Workshops:**

Action  
Items

- Budget
- Policies

**14. Set Date, Time, and Location for the Regular Board Meeting .**

- Date: June 30<sup>th</sup> , 2025
- Time: 1730h
- Location: 204 Commercial Street, Idaho City, Idaho 83631

**Set Date, Time, and Location for the Special Board Meeting.**

- Date: July 16<sup>th</sup>, 2025
- Time: 1730h
- Location: 204 Commercial Street, Idaho City, Idaho 83631

**Set Date, Time, and Location for the Regular Board Meeting .**

- Date: July 28<sup>th</sup> , 2025
- Time: 1730h
- Location: 204 Commercial Street, Idaho City, Idaho 83631



**Adjournment:**

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** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location/s** 204 Commercial Street Idaho  
City

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **EBCED Facebook Page**

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