



East Boise County EMS District  
May 26, 2025  
204 Commercial St, Idaho City  
Meeting Minutes

**Call to Order:** Meeting was called to order at 5:36pm by Commissioner Gross

**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

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

**Public Input and Special Presentation:** Stephanie Tilley gave a presentation on out of district surcharges for  
patients. She provided information on percentages of EBCAD calls that are for patients that do not reside in  
the district and how other EMS districts are assessing out of district surcharges.

**Approval of Previous Meetings Minutes:** Secretary Gillett presented the minutes for the regular meeting held on  
April 28, 2025. Commissioner Gross MOTIONED to accept and approve the minutes as presented,  
Commissioner Gomez SECOND. All Ayes. Minutes for the special meeting held on May 12, 2025, at Lowman  
Fire Department were presented. Commissioner Gross MOTIONED to accept and approve the minutes as  
presented. Commissioner Anderson SECOND. All Ayes.

**Bills:** ICRIMP: Invoice from ICRIMP in the amount of \$1,187 was presented for payment. Commissioner Gross  
MOTIONED to pay the invoice from ICRIMP in the amount of \$1,187. Commissioner Anderson SECOND. All  
Ayes. Microsoft Invoices in the amounts of \$360 and \$150 for email accounts for commissioners and director  
were presented for payment. Commissioner Gross MOTIONED to pay the Microsoft invoice in the amount of  
\$360. Commissioner Gomez SECOND. All Ayes. Commissioner Gross MOTIONED to pay the Microsoft  
invoice for \$150. Commissioner Anderson SECOND. All Ayes.

**New Business:** Director Adams presented the Billings and Collections contract and collections agreement for review.  
There was discussion of the term and language of the contract and agreement. Director Adams will  
communicate requested changes in language and the term of the contract with the vendor and it will be  
reviewed with changes in the future. EBCED Sleep Compensation Policy was presented for review. Discussion  
ensued. Commissioner Gross MOTIONED to approve the policy. Commissioner Anderson SECOND. All Ayes.  
East Boise County EMS District Background Policy was presented for review. Discussion ensued.  
Commissioner Gross Motioned to approve the policy. Commissioner Gomez SECOND. All Ayes. EBCED  
Ambulance Patient Run Form was presented for review. Discussion ensued. Form was tabled. 2025 EBCED  
and Wildness Ranch FD Dual Response Protocol agreement was presented for review. Agreement was  
tabled.

**Unfinished/Tabled Business:** EBCED Infection Disease policy was presented for approval. Dr Loehr has approved  
the policy. Commissioner Gross MOTIONED to approve the policy. Commissioner Anderson SECOND. All  
Ayes. EBCED and Search and Rescue Agreement and Policy was presented for review. Commissioner Gross  
MOTIONED to approve the policy. Commissioner Gomez SECOND. All Ayes. HIPPA Policy was presented for  
approval. Dr Loehr has approved the policy. Commissioner Gross MOTIONED to approve the policy.  
Commissioner Anderson SECOND. All Ayes. Nitrous Oxide Administration Protocol was presented for  
approval. Dr Loehr has approved this policy. Commissioner Gross MOTIONED to approve the policy.  
Commissioner Gomez SECOND. All Ayes. EBCED Operations and Supervision Plan was presented for  
approval. Dr Loehr has approved the policy. Minor wording was adjusted based on Idaho Code.  
Commissioner Gross MOTIONED to approve the policy. Commissioner Anderson SECOND. All Ayes. EBCED  
Cash Policy was presented for review. Policy was tabled. EBCED Vehicle use policy and reporting form were  
presented for review. Commissioner Gross MOTIONED to approve the policy. Commissioner Gomez  
SECOND. All Ayes. EBCED Records Retention and Destruction Policy was presented for review. Policy was  
tabled. EBCED Public Records Request Protocol was presented for review. Policy was tabled. Procurement  
Policy and Procedure Manual was presented for review. Policy was tabled.

**Personnel:** Chief of Operations EMT Job description was presented for review. Commissioner Gross MOTIONED to approve the COO Job description. Commissioner Anderson SECOND. All Ayes. Assistant Chief of Operations Job description was presented for review. Commissioner Gross MOTIONED to approve the Assistant Chief of Operations. Commissioner Gomez SECOND. All Ayes. Paid EMT Job description was presented for review. Job description was tabled. Volunteer EMT Job description was presented for review. Job description was tabled. EBCED Personnel Compliance Officer job description was presented for review. Job description was tabled. EBCED Personnel review was presented for review. Review was tabled. EBCED Personnel Policy was presented for review. Policy was tabled.

**Workshop:** Budget Workshop: Scheduled for June 18, 2025, 5:30pm, EBCED offices 204 Commercial St, Idaho City.

**Old Business:** Unit 13 Deed Restriction with updated language was sent to the Brassy family for approval. Commissioner Gross has received verbal agreement on the new deed restriction. Signed document should be received soon.

**Future Agenda Items:**

- Budgets
- Fee Schedules
- Organizational Policies and Procedures
- Personnel Policies
- Employee Healthcare Benefits
- Training and recruitment for 2026
- Auditor
- Recordkeeping
- Mutual Aid and MOU
- Lease Agreements
- Investment Policies

**Executive Session:** None.

**Officer Reports:** Commissioner Gross provided an update on the purchase of a used ambulance. Cost of ambulance, radios and equipment will be paid for with a donation. District will take ownership in July or August.

Treasurer Chavez provided an update on budget planning. Waiting on donation amounts from the county to add to budget revenues.

Director Adams provided an update on the donated ambulance from Air St Lukes. Ambulance is being repaired and fitted for use. It should be in service in July. The state license application has been submitted. Agreement with State Communications has been submitted for review.

**Next meeting:** Budget Workshop, Wednesday, June 18, 2025, 5:30pm, EBCED offices 204 Commercial St, Idaho City.  
Regular Meeting, Monday, June 30, 2025, 5:30pm, EBCED offices 204 Commercial St, Idaho City.

**Adjournment:** Commissioner Gross adjourned the meeting at 8:08pm

Submitted By:




Name: Amy Gillett

Title: Secretary

Approved this 30 day of June 2025 by:

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

  
Name: James Anderson  
Title: Commissioner, District 2

  
Name: David Gomez  
Title: Commissioner, District 1

