



East Boise County EMS District
June 18, 2025
204 Commercial St, Idaho City
Special Meeting Minutes

Call to Order: Meeting was called to order at 5:33pm 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: None.

Approval of Previous Meetings Minutes: Secretary Gillett presented the minutes for the regular meeting held on May
26, 2025. Commissioner Gross MOTIONED to accept and approve the minutes as presented. Commissioner
Anderson SECOND. All Ayes.

Bills: None.

New Business: District Financial Policy was presented for Approval. Discussion was had and minor edits were made.
Commissioner Gross MOTIONED to approve the District Financial Policy. Commissioner Gomez SECOND. All
Ayes. District Procurement Policy & Procedures Manual was presented for Approval. Discussion was had.
Multiple items need adjusted to better align with the district's needs. Manual was tabled. District Records
Policy was presented for review. Discussion ensued. It was requested that the Idaho Historical Society
involvement be removed if possible due to HIPPA. Record Policy was tabled. 2025 EBCED and WR Dual
Response Protocol Agreement was presented for review. Footnote was missing. Agreement was tabled. Deed
from Brassey Properties LLC for the ambulance shed in Placerville was presented. Deed has been approved
and signed by Brassey Properties LLC. Commissioner Anderson MOTIONED to approve and file the Deed from
Brassey Properties LL. Commissioner Gomez SECOND All Ayes.

Unfinished/Tabled Business: Lowman FD Lease and Extraction Truck Lease. Commissioner Gross MOTIONED to
move into executive session per I.C. 74-206(1)(f), pending litigation. Roll call vote: Commissioner Gross – Aye;
Commissioner Gomez – Aye; Commissioner Anderson – Aye. Motion passed unanimously. Legal Counsel
Gigray, Director Adams, Treasurer Chavez and Secretary Gillett were present in executive session.
Commissioner Gross brought the meeting out of executive session per I.C. 74-206(1)(f), pending litigation.
Commissioner Gross MOTIONED to have all EBCED Commissioners attend the Lowman FD meeting on July
14, 2025, to discuss the lease of the building and extraction truck with a new lease agreement and
assignment for building lease and extraction truck lease.
Billings and Collections contracts were presented for approval. Contracts were tabled
EBCED Public Records Request Protocol was presented for approval. Discussion ensued. Protocol was
tabled.

Personnel: EBCED job descriptions were presented for approval. Paid EMT Job Description was discussed and tabled.
Volunteer EMT Job Description was discussed. Commissioner Gross MOTIONED to approve the Volunteer
EMT Job Description. Commissioner Gomez SEDCOND. All Ayes. Unit Personnel Compliance Officer job
description was discussed. Commissioner Gross MOTIONED to approve the Unit Personnel Compliance
Officer job description. Commissioner Anderson SECOND. All Ayes. EBCED Personnel Policy was presented
for approval. Discussion ensued. Policy was tabled.

Budget: Ambulance fees, Mass Gathering fees, and Supply fees were presented. Fees were tabled. Employee health
insurance costs were presented. Discussion was had on providing insurance or a stipend to employees. Item
was tabled.

Future Agenda items:

- Budgets
- Fee Schedules
- Organizational Policies and Procedures

- Employee Healthcare Benefits
- Training and recruitment for 2026
- Auditor
- Recordkeeping and custody
- Mutual Aid and MOU
- Lease Agreements
- Investment Policies

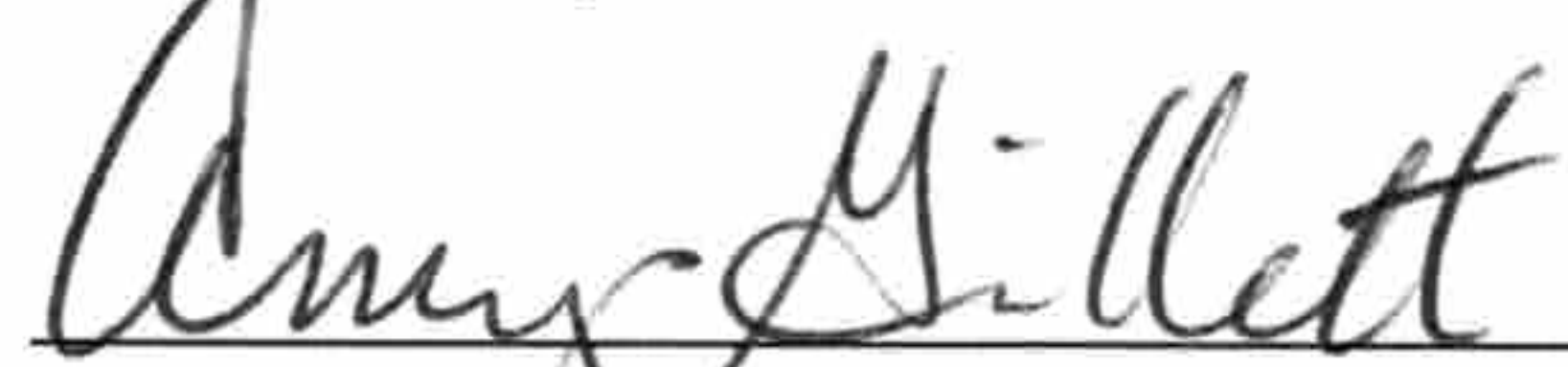
Executive Session: None.

Officer Reports: None.

Next meeting: Regular Meeting, Monday, June 30, 2025, 5:30pm, EBCED offices 204 Commercial St, Idaho City.
 Budget workshop, Thursday, July 10, 2025, 5:30pm, EBCED offices 204 Commercial St, Idaho City. Regular Meeting, Monday, July 28, 2025, 5:30pm, EBCED offices 204 Commercial St, Idaho City.

Adjournment: Commissioner Gross adjourned the meeting at 8:33pm

Submitted By:



Name: Amy Gillett

Title: Secretary

Approved this 30 day of June, 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

