



East Boise County EMS District  
July 10, 2025  
204 Commercial St, Idaho City  
Special Meeting Minutes

**Call to Order:** Meeting was called to order at 5:39pm by Commissioner Gross

**Roll Call:** Commissioners Present: Commissioner Gross, Commissioner Gomez, Commissioner Anderson  
Others present included: Treasurer Chavez (via Teams), Secretary Gillett, EBCAD Director Adams  
Absent: Legal Counsel Gigray

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

**Public Input and Special Presentation:** Eddie Thomas provided information timing of radio reprogramming for Boise County and how it will impact the ambulance district.

**Approval of Previous Meetings Minutes:** Secretary Gillett presented the minutes for the regular meeting held on June 30, 2025. Commissioner Gross MOTIONED to approve the minutes from the meeting held on June 30, 2025. Commissioner Anderson SECOND. All Ayes. Secretary Gillett presented the minutes for the regular meeting held on July 7, 2025. Commissioner Gross MOTIONED to approve the minutes from the meeting held on July 7, 2025. Commissioner Gomez SECOND. All Ayes.

**Bills:** None.

**New Business:** Treasurer Chavez reported that the ambulance district received a FY26 EMSAVE Grant for a new ambulance and stair chair. Director Adams reported the district's license had been approved.

**Policy and Contract Workshop:** Director Adams presented updates billing and collections contracts for review. Commissioner Gross MOTIONED to approve the Billing Service Agreement with EMS Management & Consultants Inc. Commissioner Gomez SECOND. All Ayes. Commissioner Gross MOTIONED to approve the Master Service Agreement with Life Line Billing Systems, LLC. Commissioner Anderson SECOND. All Ayes. Updated Procurement Policy and Procedure Manual was presented for review. Commissioner Gross MOTIONED to approve the Procurement Policy and Procedure Manual. Commissioner Anderson SECOND. All Ayes.

**Budget Workshop:** Updated FY25 and FY26 budgets were presented for review. Discussion on staffing for FY25 and FY26 were had. Estimated costs have been updated to reflect known actual expenses. Health insurance quotes were presented and discussed. Supply fees upcharges were discussed and updated.

**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:** Commissioner Gross MOTIONED to move into executive session per Idaho Code Section 74-206(1)(j) labor matters. Roll call vote: Commissioner Gross – Aye; Commissioner Gomez – Aye; Commissioner Anderson – Aye. Motion passed unanimously. 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)(j), labor matters. Commissioner Gross MOTIONED to amend the FY 25 budget to add an additional full-time employee. Commissioner Gomez SECOND. All Ayes.

**Next meeting:** Regular Meeting, Monday, July 28, 2025, 5:30pm, EBCED offices 204 Commercial St, Idaho City.

Workshop Meeting, Monday, August 11, 2025, 5:30pm, EBCED offices 204 Commercial St, Idaho City.  
Budget Hearing, Wednesday, August 20, 2025, EBCED offices 204 Commercial St, Idaho City.

**Adjournment:** Commissioner Gross adjourned the meeting at 7:12pm

Submitted By:



Name: Amy Gillett  
Title: Secretary

Approved this 28 day of July, 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

