

Incident Emergency Medical Task Group (IEMTG) Conference Call Notes

February 26, 2008

Core Member Participants: Gene Madden, Cody Cole, Fergus Laughridge, Mary Jo Lommen, Dia Gainor, Dan Frazee

Technical Representative: none

Chair: Jan Peterson

Executive Secretary: Jon Thomas

Absent: Bob Ashworth & Larry Sutton

OLD BUSINESS: None

AGENDA ITEMS: see attached

NEW ITEMS:

Jan

- Specials thanks to Gene and Dia for attending the Idaho Emergency Medical Physician's update with Jan.
- The IEMTG Charter has been signed and a list of objectives and core group members has been assigned.
- The group has been receiving calls from individuals who are interested in becoming involved with the IEMTG. Please keep a list of interested persons, so in the future we will have a starting point if we decide to form sub-committees and sub-groups. Eventually, these people could possibly become technical representatives and/or subject matter experts.
- The IEMTG has decided to look for a physician to join the task group. Mary Jo said Dr. Jim Upchurch, the R-1 IMS Physician Sponsor, has expressed interest and may be willing to help. Mary Jo plans to schedule a meeting with Dr. Upchurch to discuss an outline of the groups needs and to provide him with a clear understanding of the time and participation commitment needed for this group. In the future, the IEMTG may be interested in forming a group of "national" Physician Sponsors for this program.

Fergus

- Group members feel that a physician may benefit the group by speeding up the approval process at the state level and by the State's Medical Directors. Additionally, a physician may provide the group with a connection to the local emergency room and physicians groups.
- Questions were raised regarding the need to add an additional section to the IEMTG charter to include having a physician as a group member. Jon volunteered to write a draft section and will forward it to Jan.

Jan

- The SHWT requested that the MEDL web site be updated. Additionally, the SHWT has discussed moving the web site, so that it will be more visible to the community.
- Please review the EMSG web site and pass on suggestion to Jan.
- The SHWT would like to see a bulletin put out under the SHWT header to inform the community about the IEMTG group and its efforts.
- Discussed our first meeting date, location and cost. The group decided to meet in Boise for the full week of March 31, 2008. To accommodate to every ones schedules some individuals may have to show up late and/or leave early.
- Funding is needed for Dan, so Jan will look at USFWS or NASF for funding.
- Jon will prioritize the charter's objectives and will send the rough draft out to the group for feedback.
- A program of work for the IEMTG needs to be completed and passed on to the SHWT. The majority of work for this task group will be completed via conference calls and through emails. Annually the group will meet face to face and for the time being each member's home unit will be responsible for covering the members incurred costs.
- The SHWT needs us to produce our products as soon as possible. Therefore, the group needs to decide how we would like to break up the objectives. A potential solution would be to form sub-groups. Currently we have a long list of objectives with projected workloads.

Gene

- The USFS would like to see a uniformed standard for medical services on incidents. Therefore, they plan on waiting to see the results and solutions this group produces.

Jan

- Discussed the "Go To Meeting" program for internet – conference call work sessions.
- Dia has the program and is willing to let us use it.
- The IEMTG decided to hold a conference call every 4 weeks and to accomplish as many objectives as we can before the fire season.

NEW ACTION ITEMS:

Action Item	Assigned to	Due Date	Action Taken
Add a physician as a member to the IEMTG charter- will talk to SHWT	Jan	3/27/08	
Wording for new physician section in the charter- forward to Jan	Fergus	3/27/08	
Maintain lists of potential technical representative/ subject matter experts & their skills- forward lists to Jon	All	on going	
Bulletin to be published under the SHWT banner about the IMETG group and its functions /sources. Run by Dia & Fergus-forward to Jan, then SHWT	Gene	3/27/08	
Communication plan & talking points- forward to Jan	All	On going	
Everyone provide web site suggestions/feedback to Jan	All	3/4/08	
Web site update/upgrade	Jan		
Funding for Dan (USFWS or NASF) check with SHWT	Jan	3/27/08	
Prioritize objectives and forward to group	Jan & Jon	3/18/08	
Program of work (budget) for SHWT	Jan		
Integrate old EMSG records with IEMTG group records	Mary Jo & Jon	3/31/08	

Next conference call date: March 26, 2008 at 1300 MST, 1200 PST, 1100 AST

Attachments: Conference call agenda for February 26, 2008

**Handouts (via email) IEMTG Charter
Conference call agenda for February 26, 2008
Core member roster**