

Incident Emergency Medical Task Group Conference Call Notes

April. 30, 2008

Core Member Participants: Gene Madden, Mary Jo Lommen, Dia Gainor,

Chair: Jan Peterson

Executive Secretary: Jon Thomas

Technical Representative: none

Absent: Bob Ashworth, Larry Sutton, Dan Frazee, Dan Pontbriand, Fergus Laughridge

This meeting was held via conference call and through the web based program “Go To Meeting”.

AGENDA ITEMS: see attached

OLD BUSINESS: Business Plan write- up.

OLD ACTION ITEMS:

Action Item	Assigned to	Due Date	Action Taken
Add a physician as a member to the IEMTG charter – will discuss with the SHWT	Jan		In progress
Wording for new physician section in the charter - forward to Jan	Fergus		On hold for other Charter suggested changes
Maintain a list of potential technical representatives/ subject matter experts & their skills-forward lists to Jon	All	on going	In progress
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 & Jan	3/27/08	Forwarded to SHWT
Communication plan & talking points- forward to Jan	All	On going	Forwarded to SHWT 4/18/08
Everyone provide web site suggestions/feedback to Jan	All	3/4/08	In progress
Web site update/upgrade	Jan		
Funding for Dan (USFWS or NASF) check with SHWT	Jan	3/27/08	Bob working on
Prioritize objectives and forward to group	Jan & Jon	3/18/08	Done
Program of work (budget) for SHWT	Jan		In progress

Integrate old EMSG records with IEMTG group records	Mary Jo & Jon	3/31/08	Old recorders being reviewed by Jan
Provide Carol Salo with some suggestions on medical kit rental & EMT hiring	Mary Jo & Jon		Talk about on 4/30 conf call
NASF representation in IEMTG	Gene		
Business Plan write up	All		In Progress

NEW ITEMS:

Group

- The majority of the conference call was spent discussing the IEMTG business plan and refining the layout.
- The group discussed the appendix documents that should be added and what documents should be listed and posted on the web site. The current list of appendixes should be referenced or attached to the plan after being confirmed as a final product.

Jon

- Will edit the table of contents & appendixes to fit the correct format of a business plan

Group

- Everyone agreed to have a writer/editor look at the business plan.

Group

- Discussed Carol Salo's request for information on the Great Basin IMT, regarding renting and hiring personnel and medical kits.

NEW ACTION ITEMS:

Action Item	Assigned to	Due Date	Action Taken
None			

Next conference call dates:

May 14, 2008, at 0900 MDT
May 28, 2008, at 0900 MDT
June 11, 2008, at 0900 MDT

June 25, 2008, at 0900 MDT

Attachments: #1 Conference call agenda for April 30, 2008

Attachment #1

**Incident Emergency Medical Task Group
Conference Call Agenda
4/30/08**

Old Items

+ Business Plan

+ Web Site Design

+ Carol Salo's request

+ Update on Next Meeting

New Items

+ Identify Sub Committees/Groups