

Incident Emergency Medical Task Group Conference Call Notes

May 28, 2008

Core Member Participants: Gene Madden, Mary Jo Lommen, Dia Gainor, Bob Ashworth, Dan Pontbriand

Chair: Jan Peterson

Executive Secretary: Jon Thomas

Technical Representative: Wayne Denny

Guest: None

Absent: Larry Sutton, Fergus Laughridge

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

AGENDA ITEMS: see attached

OLD BUSINESS: Web Site Design
Carol Salo’s request

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 list of potential technical representative/subject matter experts & their skills- forward lists to Jon	All	on going	In progress
Announcement letter to be published under SHWT banner about the IEMTG group and its function & sources- forward to 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 suggestion/feedback to Jan	All	3/4/08	In progress
Web site update/upgrade	Jan		In progress
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 the IEMTG group records	Mary Jo & Jon	3/31/08	Old recorders being reviewed by Jan
Provide Carol Salo suggestions on medical kit rental & EMT hiring	Mary Jo & Jon		On hold
NASF representation in IEMTG	Gene/Bob	Done	Is Mike Brown
Tactical plan write up	All	5/29	Forwarded to SHWT

NEW ITEMS:

Dia

- Introduced the [NEMESIS Technical Assistance Center](#) data gathering system.
- Everyone agreed that the group needs to discuss data gathering in the future.

Bob

- Informed the group that Mike Brown is the new NASF representative.

Group

- Discussed requesting input on the memo for the Recommended Minimum Standards of Incident Emergency Medical Services
- Reviewed the old web site and discussed potential changes & recommendations
- All members were asked to forward their web site ideas to Jan by 6/6/08
- Assigned leads for Sub Committees/Groups
- Set next set of conference calls.

NEW ACTION ITEMS:

Action Item	Assigned to	Due Date	Action Taken
Web Site suggestions	All	6/6/08	

Next conference call dates:

June 4, 2008, at 0900 MDT
June 25, 2008, at 0900 MDT
July 9, 2008, at 0900 MDT
July 23, 2008, at 0900 MDT

Attachments: #1 Conference call agenda for May 28, 2008

Attachment #1

**Incident Emergency Medical Task Group
Conference Call Agenda
5/28/08**

- ✚ NWCG Memo Minimum Standards of Incident Emergency Medical Standards Draft (AED)
- ✚ Incident Medical Minimum Levels
- ✚ Final Draft NWCG Standards for Burn Injuries - Status
- ✚ Web Site Discussion
- ✚ Conference call scheduling
- ✚ Tactical Plan - Status
 - ❖ Identify Sub Committees/Groups
 - Scope of Practice
 - Standards of Care
 - Data and Records Management
 - EMS Equipment & Supplies
 - Training & Credentialing
 - Incident Medical Unit Evaluation Criteria
 - Physician Advisory System
 - Emergency Equipment Rental Agreement Model
 - Language for EMS Resources
 - Web Site Management