

Incident Emergency Medical Task Group Conference Call Notes

June 4, 2008

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

Chair: Jan Peterson

Executive Secretary: Jon Thomas

Technical Representative: Twani Newton, Wayne Denny

Guest: None

Absent: Larry Sutton, Bob Ashworth, Dan Pontbriand, Mike Brown

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
AED memo
Minimum Incident Emergency Medical Standards memos

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 suggested changes to the charter
Maintain list of potential technical representative/subject matter experts & their skills – forward lists to Jon	Jan	on going	Group to forward suggestion to Jan
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	Group	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 Rep. is now Mike Brown

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 suggestions on medical kit rental & EMT hiring	Mary Jo & Jon		On hold until tactical plan is completed
NASF representation in IEMTG	Gene/Bob	Done	Mike Brown
Tactical plan write up	All	5/29	Forwarded to SHWT
NWCG Memo Minimum of Incident Emergency Medical Standards Draft (AED)	Group		On hold until tactical plan is completed
Minimum Incident Emergency Medical Standards	Group		On hold until tactical plan is completed

NEW ITEMS:

Jan

- The group plans to update the history on the burn and the Minimum Incident Emergency Medical Standards memos. Additionally, the group discussed the direction they are headed in for the future. The burn memo for the BLM was put out at the request of the fire directors and is an interim document.

Jon

- Jon spoke with Michelle about the status of the tactical plan and the introduction letter. Michelle stated that the SHWT has a conference next week and she plans to discuss the issues regarding the documents. She hopes to get them approved, so that the IEMTG can post them on the web site.

Group

- Identified the need to keep the information on the web site current. Jan is still looking for suggestions from the group. Therefore, please forward any links or suggestions you may have to her.

Group

- The group discussed the Minimum Incident Emergency Medical Standards and agreed to wait to proceed with the document until the group has had sufficient time to look at memo. However, some members feel this memo provides the group with important guidelines; therefore an adequate amount of time should be given to successfully complete this document.

Jan

- Discussed how and the need to have medical over site is different from state to state.
- AHA is moving to have “trained” personnel to an AED.
- Checked the status of sub-groups.
- Jan requested the names of the individuals interested in helping the IEMTG and its sub groups. Jan will forward a list of the names and instructions for the groups.
- Jan has scheduled a meeting with local IT personnel to discuss the web based meeting tools.

Mary Jo

- Informed the IEMTG about the doctor who is on a training fire crew in MSO. The doctor seems interested in learning about wildland fire medical services. MJ plans to write a one page introduction memo for the group.

Next call June 25, at 0900 MDT

NEW ACTION ITEMS:

Action Item	Assigned to	Due Date	Action Taken
none			

Next conference call dates:
June 25, 2008, at 0900 MDT
July 9, 2008, at 0900 MDT
July 23, 2008, at 0900 MDT

Attachments: #1 Conference call agenda for June 4, 2008

Attachment #1

**Incident Emergency Medical Task Team
Conference Call Agenda
6/4/08**

- + Group name updated
- + NWCG Memo Minimum Standards of Incident Emergency Medical Standards Draft (AED) (Discussion)
- + Incident Medical Minimum Levels (Discussion)
- + Web Site (Discussion) www.nwcg.gov/teams/shwt/iemtt
- + Tactical Plan – Status
- + Identify Sub Committees/Groups - Status
 - o Scope of Practice (Dia & Wayne)
 - o Standards of Care (Dan & Jon)
 - o Data and Records Management (Gene & Dia/Cramer)
 - o EMS Equipment & Supplies (Jon & MJ)
 - o Training & Credentialing (2 action plans) (Gene & Jan)
 - o Incident Medical Unit Operations and Evaluation Criteria (3 action plans) (Gene & MJ)
 - o Physician Advisory System (Fergus & MJ)
 - o Emergency Equipment Rental Agreement Model Language for EMS Resources (Jon & MJ)
 - o Communication (Jan & Gene)
- + Next call June 25 at 0900 MDT