

CHARTER

Incident Emergency Medical Task Group

I. BACKGROUND

For some time, National Wildfire Coordinating Group (NWCG) member agencies have been aware of a number of issues related to the delivery of Emergency Medical Services (EMS) on incidents managed by participating agencies. Many ongoing issues have been identified in such areas as the credentialing of EMS providers when moving between jurisdictions; identification of a standard Scope of Practice and Standard of Care on incidents; maintenance of incident medical records; provision of Over-The-Counter (OTC) medications, and others. The Incident Emergency Medical Task Group is being formed to address these issues, working closely with the States in which NWCG member agencies operate.

II. NAME

The name of group is the Incident Emergency Medical Task Group, hereafter referred to as the Task Group.

III. MISSION

Work with the appropriate State and National EMS offices and organizations to identify standards for the delivery of EMS and Occupational Health services on incidents managed by NWCG member agencies.

IV. OBJECTIVES

- Develop a process that ensures proper notification is made to State and local EMS authorities when an incident Medical Unit is to be operated within their jurisdiction.
- Identify a common Scope of Practice for incident medical operations.
- Develop a Standard of Care for incident medical operations.
- Standardize the management of incident Medical Units, possibly through creation of an Incident Medical Unit Standard Operating Guide.
- Identify standardized medical equipment and supplies to be carried by EMS personnel assigned to incidents managed by NWCG member agencies.
- Standardize the management and delivery of Over-the-Counter Medications (OTC).
- Develop standards for contracting Emergency Medical Services.
- Make recommendations for identifying Regional/State level Medical Directors/Advisors.
- Identify medical evacuation standards.

- Incorporate industry standards for emergency medical terminology and duties, (e.g., Emergency Medical Responder, Emergency Medical Technician), into NWCG position standards.
- Identify appropriate processes for handling Incident Medical Records.
- Identify a methodology for consolidating and analyzing I-Suite Data on injuries and illnesses.
- Provide to the Safety and Health Working Team (SHWT) and other NWCG working teams a source of subject matter expertise for EMS related topics and issues.
- Develop tools that will enhance NWCG members' ability to provide oversight to Incident Medical Units.
- Provide field units access to current information and resources.

V. **MEMBERSHIP**

The number of members of this Task Group shall not exceed eight (8) including the Chair and Executive Secretary. Members will be skilled and knowledgeable in the area of providing Emergency Medical Services on wildland fires and other emergency incidents, or will represent other medical service organizations such as state EMS boards. Membership will also provide for interagency input and participation. A SHWT Liaison will be assigned after selection by consensus vote of the SHWT. Replacement members will be selected by the Task Group Chair through discussions and coordination with the SHWT Liaison. The Chair will be selected by a consensus vote from the SHWT.

VI. **AUTHORITY**

This Task Group is established pursuant to the authority granted to the National Wildfire Coordinating Group Safety and Health Working Team.

VII. **CHAIR AUTHORITY AND RESPONSIBILITIES**

The Task Group Chair will have the following authority and responsibilities:

- The Chair is authorized to convene meetings and schedule agenda items.
- The Chair will serve until replaced.
- The Chair is authorized to designate a Vice-Chair of the Task Group, with consensus among Task Group members. Duties of the Vice-Chair will be determined by the Chair.
- May make specific work assignments to task group members and/or appoint subgroups from outside Task Group membership to work on specific projects.
- Will distribute copies of the Task Group approved minutes within 45 days after a meeting to members and SHWT Liaison.
- Represents the Task Group in presenting reports and recommendations to the SHWT, other interested or affected groups, and as appropriate, in contacts with outside individuals or groups.
- Recommend to the SHWT Liaison the need for further resources and authorities, as they become evident.

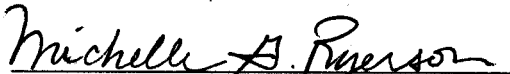
- Keeps the SHWT Liaison and Executive Secretary advised annually as to planned meeting dates and locations.
- The Chair shall work with the Task Group to develop an annual Program of Work for each fiscal year and present it to the SHWT for concurrence.
- Meet deadlines established by the SHWT for the accomplishment of specific work assignments.

VIII. MEETINGS AND REPORTS

- The Task Group will have at a minimum one meeting per year. The Task Group may have conference calls or additional meetings to identify significant issues, develop action plans and implement actions as required.
- Additional meetings will be scheduled at the request of SHWT, or as determined by the Chair. Subgroups within or outside Task Group membership assigned to specific tasks may meet at the direction of the Chair. Individuals from outside the Task Group membership, having necessary expertise, may be asked to participate when appropriate.
- Travel costs of the meetings will normally be borne by the agencies that sponsor the Task Group membership. Meeting facility costs will be the responsibility of the SHWT; these costs must be pre-authorized by the SHWT liaison.
- Five (5) Task Group members will normally constitute a quorum.

IX. APPROVAL

This Charter is effective as of the date it is approved and signed by the SHWT Chair. The Charter may be revised upon recommendations of a majority of the Task Group members and with the concurrence of the SHWT.


Chair, Safety and Health Working Team

2/4/08
Date