

Meeting summary

Quick recap

This was an ITLS (International Trauma Life Support) chapter meeting where Jeffery, Todd, Michael, and Sean discussed various organizational updates and challenges. The meeting covered the new ITLS website launch, Basecamp project management system implementation for file sharing, and the transition to first edition course materials which need to be implemented by year-end as the ninth edition will be sunsetted. Todd reported on PHMSA website improvements and ongoing training site activities, while Michael shared updates on regional instructor transitions and first edition updates. The group discussed the upcoming conference in Chicago from October 5-7 in conjunction with ASEP's scientific assembly, with plans to attract speakers and attendees. Financial updates included the recent purchase of 100 cards by the Naval Air Flight Medic program, and the team addressed insurance challenges, particularly Sean's difficulty finding coverage for hired and non-owned auto insurance required by Miami-Dade County contracts.

Next steps

Jeffery

- [Upload PowerPoints and skill sheets to the new website.](#)
- [Send the Basecamp link to Emergency at sean@medicaltraining.cc.](#)

Michael

- [Send all first edition certificates to Jeffery for centralized filing.](#)

Todd

- [Accept the Basecamp invitation and resolve login issues.](#)
- [Work on getting medical directors to consider transitioning to ITLS and promote in-house training.](#)

Collaboration

- [All participants: Review the policy and procedures on the website and send feedback to Jeffery.](#)

Summary

CIE Catalog Requirements Discussion

The meeting began with Jeffery and Todd waiting for other participants, including Rushing and Michael. Todd discussed issues with CIE's requirements for creating catalogs for 40-hour courses, particularly for PI and security training. Jeffery helped Todd navigate the PHMSA website and Basecamp system to access meeting information and agendas more easily. The meeting officially started at 10:15 with a quorum of three participants present.

ITLS Website and Tools Review

The meeting focused on reviewing the new ITLS website, which now includes a members page with meeting information and agendas. The group approved the minutes from the September 2025 meeting, with Michael making the motion and Todd and Sean providing seconds. Jeffery discussed the implementation of Basecamp as a project management tool to share files and minutes, noting challenges with email attachments due to rejection rates from municipal email addresses. Some participants, including Todd, experienced issues accessing Basecamp, which Jeffery said they would help resolve.

Course Materials Update Meeting

Jeffery provided updates on new course materials, explaining that first edition manuals and ebooks are available but the 9th edition will sunset by year end. He noted that exam questions need revision due to discrepancies in the answer key, with a task force working on fixes through the editorial committee. Michael reported on regional updates including conference presentation calls and instructor transitions to first edition materials, with Jeffery requesting all first edition certificates be sent to him for centralized filing. The group discussed upcoming events, including the ITLS conference scheduled for October 5-7 in conjunction with ASEP's scientific assembly at the Chicago Marriott Marquis.

October Conference Planning Updates

Jeffery discussed the upcoming conference scheduled for October 5-7, noting that attendees can attend the conference but not pre-cons, and mentioned a board of directors meeting on October 8. Emergency inquired about speaking opportunities, with Jeffery suggesting contact Mike Rushing for details about speaker compensation and requirements. Todd provided a brief financial update regarding 100 purchased cards at Pensacola air base and pending annual dues invoices.

ITLS to PHTLS Transition Discussion

Jeffery discussed the transition from ITLS to PHTLS courses, noting that most clients switched due to cost and the 4-year certification period. He mentioned that while some municipalities are now doing in-house training, it's unlikely they'll see a significant return of PHTLS participants. Jeffery also shared his plans to step down from the board in 2028, citing the time commitment and challenges of balancing local and international responsibilities.

Regional Pricing and Training Updates

Jeffery and Todd discussed regional challenges with card costs and advertising, noting that while some regions face difficulties with pricing, Nevada successfully charges \$50 per card without resistance. Jeffery mentioned that ASEP is developing a grant department to compete more effectively with NAEMT, and highlighted ongoing international training efforts including programs for participants from Guyana and RMI International Group. The conversation ended with Jeffery announcing a review of business policies and procedures, encouraging all chapters to provide feedback on the website for potential updates.

Government Contract Insurance Challenges

Emergency discussed insurance challenges with government contracts, specifically regarding hired and non-owned auto insurance requirements that his insurance company no longer provides in Florida. Jeffery shared that his organization uses Dar Shackow as their insurance broker with CFC underwriting their policy through Lloyd's of London for around \$4,500-4,800 annually, and recommended them as a potential solution for Emergency's situation. The discussion revealed that Miami-Dade County is requiring Emergency to remove all personnel and equipment from their facilities once current insurance expires due to the auto insurance coverage gap.