



FEMSA ITLS Agenda / Minutes

(Draft Until 5/28/2026 Board Approval)

Zoom: Friday 06 March 2026 at 10:00 am

- I. **Welcome and Introduction of Meeting Participants: FEMSA Report, Dr Soard.**
Attended: Jeff Gilliard / Todd Soard / Nerina Stepanofsky / Mike Rushing / Shaun Fix / Mark Foss / Brett Davidson
- II. **Review and approve September 2025 minutes:**
Motion: Todd Second: Nerina / Motion Carried
- III. **State/Chapter Coordinator report – Mr. Gilliard**
 - New Regional Map
 - Students Trained Year Ending 2025: 247
 - Basecamp
- IV. **Update on National ITLS Activities – M. Rushing /Jeff Gilliard**
 - ACEP New Management Contract with ITLS International 01/01/2026
 - 1st Edition Course Manual
 - Instructor Updates
 - Course Materials
 - 1st Edition ITLS Course Coordinator & Instructor Guide
 - The 2026 Conference will be held at: ACEP26 Scientific Assembly – 10/5-7/2026 / Chicago Marriot Marquis. 2121 S Prairie Ave, Chicago, IL 60616 / [\(312\) 824-0500](tel:3128240500)
 - 10/4 BOD Meeting / 10/5 Competition / 10/6 Day 1 / 10/7 Day 2 / 10/8 BOD Meeting
- V. **Financial Report – FEMSA – Todd Soard / Receivables, Account Bal: \$793.64**
Accounts Receivable: \$459.00

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- VI. **Training Site Reports**—All reports are to be submitted to the chair or Basecamp one week before the meeting.
- VII. **Regional Coordinator Reports**—All reports are to be submitted to the chair or Basecamp two weeks before the meeting.
 - Panhandle: Mike Rushing Central A: Nerina Stepenovsky
 - Central B: Ina Lianas Northeast: Jeff Gilliard
 - Southwest: Shaun Fix Southeast: Todd Soard
- VIII. **Old Business:** 1. Policy & Procedure Review - Jeff
- IX. **New Business:** Meeting date change/Current schedule conflicts with FL-EMSAC Meetings. ****Feedback received/Not on a Friday****Suggest the last Thursday/10am each quarter beginning May 28, 2026
- X. **Adjournment: 10:45 AM, Next Meeting: 05/28/2026 10:00 AM**
- XI. **Meeting Summary**

Overview

This meeting was a quarterly gathering of the Florida International Trauma Life Support (ITLS FIMSA) committee to discuss organizational updates, training initiatives, and administrative matters. The meeting covered significant changes in ITLS management, the introduction of the new "First Edition" manual, and regional coordinator reports from across Florida.

Key Concepts or Theories:

- Transition of ITLS management from Illinois College of Emergency Physicians to ACEP (American College of Emergency Physicians)
- Introduction of the "First Edition" ITLS manual, which is the first self-published version



owned by ITLS

- Regional coordination structure for ITLS training across Florida
- Integration of Basecamp as a project management tool for the organization

Important Questions Raised:

- How can ITLS increase awareness and adoption of their training programs, especially in regions where PHTLS is dominant?
- What strategies can be employed to engage medical directors and promote ITLS programs?
- How can the organization effectively communicate the transition to the First Edition manual without creating confusion?

Key Takeaways and Summary of Learning Objectives

- ITLS has transitioned to a new management contract with ACEP (American College of Emergency Physicians) as of January 1, 2026
- The new "First Edition" manual has been released, representing ITLS's first self-published training materials
- All instructors must complete the First Edition update to maintain their certification
- The organization is implementing Basecamp as a comprehensive management platform for documentation, communication, and project tracking
- Regional coordinators have been reorganized into six regions across Florida to improve coordination
- The annual ITLS conference will be held in Chicago on October 5-7, 2026, in conjunction with ACEP's scientific assembly
- Current financial status: \$793.64 in the account with \$459 in outstanding receivables

Topic 1: ITLS Management Transition and First Edition Manual

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ITLS has completed a transition to new management under ACEP (American College of Emergency Physicians) after nearly two years of negotiations to separate from the Illinois College of Emergency Physicians. The selection of ACEP was made after reviewing four applicants who responded to an RFP, with ACEP being chosen partly due to their historical endorsement of ITLS since its inception in 1982. The transition became effective January 1, 2026. This partnership provides ITLS with access to ACEP's global network and LMS (Learning Management System) platform, cost savings, conference expansion and so much more. The organization has also released its "First Edition" manual, which represents the first self-published materials owned entirely by ITLS. The manual maintains the same core concepts and methodologies but includes updated research from the past three years, particularly an expanded pediatric section. The secondary assessment has been de-emphasized in the new protocols. All instructors must complete a First Edition update course to maintain their certification.

Relevant Q&A

Nerina: I've been away for a while, so a lot of this is new to me. My question is, now you said first edition, so they're not counting any of the previous editions, we're starting from scratch, basically. Is that right?

Jeffery: We're not starting from scratch, it's the same concept, the same research, same methodology. With the new research put on it that is from the historical data for the past 3 years. The secondary assessment has pretty much been pushed down at the bottom because most trauma patients, especially critical trauma patients, you don't have time to do a secondary assessment.

Nerina: To purchase the book now, you're saying that we go through the chapter?

Jeffery: You've always had the ability to get a chapter discount through the bookstore. There's a little box that says chapter discount, then you put on there what chapter you're coming from. They send an email to us for validation purposes, and then we validate it. But you can get a reduction if you're ordering bulk books based on ordering on behalf of a chapter.

Topic 2: Basecamp Implementation and Resource Management

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The organization has implemented Basecamp as a comprehensive management platform to improve communication, document sharing, and project coordination. All meeting materials, including agendas, minutes, and supplementary documents, are now stored in Basecamp and accessible to all committee members. The platform also houses the First Edition course materials, including PowerPoints, skill sheets, and the course coordinator manual (though exams are still distributed directly to coordinators for security reasons). Basecamp will be used to manage instructor files, allowing regional coordinators to track teaching activities and maintain faculty data sheets that aren't supported in the CMS system. The platform includes message boards, to-do lists, chat functionality, and a shared calendar for meeting schedules. This implementation aims to centralize all organizational resources and improve accessibility for all members.

Relevant Q&A

No specific Q&A for this topic.

Topic 3: Regional Coordination and Training Initiatives

The committee has reorganized its regional structure, consolidating from 13 regions to six: Panhandle (Mike Rushing), Central A (Nerina), Central B (Ina), Northeast (Jeffery), Southwest (Shaun), and Southeast (Todd). Regional coordinators reported varying levels of activity across the state. The Panhandle region has several provider and instructor classes scheduled in the coming month, including potential training for the flight medic program at Pensacola NAS. Central A is planning to outreach EMS programs and military facilities at McDill Air Force Base. The Southwest region reported minimal current activity but is seeking connections with training centers in the area. The Southeast region noted challenges with PHTLS dominance and the need for greater education and outreach to medical directors. The committee discussed strategies for increasing awareness of ITLS programs, including presentations at state meetings for medical directors, the Fire Chiefs Association, and other relevant groups.

Relevant Q&A

Todd: PHTLS has been the dominant, especially here in the Southeast. There needs to be

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a little bit more education on that. I think that with the ACEP now affiliation, that's going to make it a little bit better. Really, it's just getting the word out, and also talking to the medical directors, because a lot of them have a very staunch, firm thing that PHTLS is it. Jeffery: We can speak to the medical directors directly through their meeting, state meeting. We welcome any input, and we welcome folks, if you want to know more about what we've done, give us a call, talk to us, and we'll show you what we're doing.

Actionable Next Steps / Assignments

- All instructors need to complete the First Edition update course and submit their certificates to Jeffery for recertification
- **Todd** will work with Jennifer to create a communication plan to inform Florida EMS agencies about the ITLS/ACEP partnership
- **Jeffery** will craft an email to course coordinators explaining the First Edition transition
- Policy and procedure review volunteers (including Nerina) will receive sections to review, as the documents are overdue for updates – **Jeffery will send out**
- The committee will seek opportunities to present at upcoming state meetings, including the June 3-5 state meetings
- Correct and repost the Regional Coordinator map - **Jeffery**
- Next quarterly meeting scheduled for May 28, 2026, with future meetings to be held on the last Thursday of each quarter

Supplemental Resources and Readings

- First Edition ITLS Course Coordinator Instructor Guide is available for download from the ITLS FEMSA website member page and Basecamp
- ITLS/ACEP partnership press release (available from Jeffery)
- Regional coordinator map showing the six Florida regions is available on the ITLS FEMSA website
- Policy and procedures documents are available on the ITLS FEMSA website for review

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- Faculty data forms are available on the website for submitting information on new instructors