

**NCCOS EMS TEAM MEETING**  
**November 29, 2007**

Attendees: Jean Durosko, Bernie Gottholm, Hal Stanford, Jay Lewis, Joseph Bizzell

- Joseph brought us up on the status of CCFHR's response to the EMS Internal Audit. It is in final review and expected to be sent to Jay by Friday, 11/30.
- We started discussing the Annual Audit Plan for EMS and recognized that it will be a lot of work this year with having to prepare for both the Internal and External Audits. It is necessary to get management to understand the time commitment it will take for the EMS Team members and to see if we can get additional employees trained. Rick will be the Lead Auditor and we should see if he can attend Lead Auditor training this year. Joseph is putting together some EMS training and it was requested that it be sent to everyone else to share ideas.
- Another issue discussed pertained to the NCCOS EMS Website. We need to make sure the NCCOS EMS Website is current and review it early enough (e.g., month ahead of time) so everything is up-to-date and the links are all working. Also, since Tom is the only one who works on the website, it was suggested that we should look into NCCOS IT helping with updating the website if possible.
- Jean is looking into who will conduct the External Audit and how much it will cost. If money is available, NOS headquarters will pay for the External Audit. If so, then NCCOS will be responsible for paying for the travel of EMS Team Members for the External Audit and all costs associated with the Internal Audit. These audits will need to include all NCCOS facilities.
- Hal and Bernie are going to put together a rough draft of the Annual Audit Plan for 2008 and send it out the middle of next week. Comments on that will be due back to them by the week of 12/10 so a final draft will be ready for approval at our next meeting.
- Jean and Rick need to start preparing the Management Review which should include summary of the Internal Audit, information on the upcoming Audit Year, issues, successes, projected costs for conference attendance, training and time requirements for EMS Team. Jay will put together some information on conferences.
- Next conference call will be on **December 20, 2007** at 1:00 p.m. using the same call-in information; 866-809-0998; 4313762#