

MI-MORT Committee Conference Call Meeting

March 12, 2015 10:00 a.m. – 12:00 noon

Attendance: Brook Babcock, Gary Berman, Kesha Dixon, Lou Hunt, Shelley Norris Chapman, Kevin Chau, Jerry Ellsworth, Dan Lee (Livonia Fire Department), Patti Lyons, Tracee McIntosh, Marcus Neuhoff (IT), Dutch Nie, Tim Schramm, Allan Warnick, Gloria Zunker

ТОРІС	DISCUSSION	RESPONSIBILITY	ACTION
	Kevin Chau reminded everyone that the next in person meeting will begin at 9:00 a.m. at the Ingham County Fairgrounds with a site visit, followed by Command Staff meeting at the fairgrounds.		
	Kevin Chau will review the Exercise Evaluator Guides (EEG) for the VIC, MIC and Morgue today. Updated documents will be provided prior to the exercise.		
Registration Update	 Registration Update To date there are 80 participants registered, not including OPHP staff and assisted roles Mike Denter from Ohio, will attend to review each section There are approximately 24 dentist attending, of which nine requested doing other roles Shelley received an email from Tracee McIntosh 	Shelley Norris	Email Dutch Nie
	regarding a fingerprint person for the exercise. Dutch will follow up with the Ingham County Sheriff	Chapman	information from Tracee

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	department on this position as well as provide an overview on the position Shelley will forward Dutch Tracee's email Dutch will post documents to google.docs Data for forms will be added or self-populated		McIntosh on Fingerprint person.
Computer Update	 Computer Update Brook Babcock updated that all hardware and equipment is being updated and had four requests: Need the Dexus Software (which was found during the meeting) X-ray scanner assembly support VIP update Greg to release patch Cellular patch may not be installed prior to the exercise. A question was asked whether VIC/MIC information should be transferred manually. Internet is available within the reception hall, but not in the warehouses. 		
Family Identification Center	Marcus Neuhoff, IT support and referred by Lou Hunt, joined the call. Kevin will add Marcus to all future mailings. Marcus is available to assist with IT set-up on April 14 & 15 Family Identification Center Tim Schramm stated there will be eight interviews requiring four actors Interviews will last 30 minutes, and Tim is working on details	Tim Schramm	Develop Interview

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	 Brook asked whether information would be entered ahead of time Tim though this information would already in the system 		packets
	 Greg (Florida) will send existing VIP data and Tim will fill out as much information as possible Forms will be pre-printed and assembled into packets. Data on the thumb drives may be the same information that Greg will provide data, which may be the same pre-populated information that was used at the Hamburg exercise Discussion was on whether to host a training day for DPMU, VIC, MIC and Command Staff or to wait until the exercise. A decision was made to wait until the exercise 	Greg	Send existing VIP data.
	Brook will contact Marcus to assist with connections	Brook Babcock	Contact Marcus Neuhoff
DPMU Exercise Evaluation Guide (EEG)	 Review of the DPMU Exercise Evaluation Guide (EEG) Kevin will email updated documentation to the section chiefs Dutch will upload document to Google.docs for access Once template is developed, documents will be sent to the section chiefs only 	Kevin Chau	Send updated DPMU EEG to section chiefs
Radio Communication	Radio Communication • Jerry Ellsworth is in charge of the 800MzH radios	Jerry Ellsworth	Bring extra 800MHz radios

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	Kevin Chau will communicate phone numbers	Kevin Chau	Provide radio phone information
	 Six radios will be used by the Command Staff (MI-MORT command, DART, DPMU, Morgue, MIC, and VIC chiefs One channel will be open to everyone 	Section Chiefs	Request additional radios through the CHECC
Exercise Logistics	Allan Warnick suggested 1 table and three chairs be provided for every section (1 chair for the Tracker actually marked "Tracker")	Jerry Ellsworth	Provide 1 table and three chairs for each section. one chair marked "Tracker"
	 OPHP needs to develop signage. Each tracker needs carrier forms, each forensic section needs tracker. A suggestion to take pictures of set up for records. Hilary Gentry has pictures of previous set ups. Shelley Norris Chapman will get photographer to take pictures to show the new set-up as well as photograph the entire operation 	OPHP Shelley Norris Chapman	Develop Signage Find photographer for exercise
Restocking Inventory Management	Restocking Inventory Management A system needs development to organize when supplies are low, as well as a system to observe the resupply system are placed back in the correct location.	MI-MORT Team	Develop packing and restocking system

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Review of DART Exercise Evaluation Guide (EEG)	Review of the DART Exercise Evaluation Guide (EEG) Kevin Chau reviewed the exercise with Lou Hunt and Tracee McIntosh. Need Evidence Tags MIC Records Ways to communicate with DPMU Remains Management Section Kevin discussed internal communication methods with DPMU. Portable walky talkies among themselves an option	ОРНР	Locate or reorder evidence tags
Remains Management	Remains Management (Was previous a part of Morgue Operations) Need a Remains Management Evaluator Contact Roger Simpson for details New area – new portion of exercise Attached to admitting (part of trailer management) Liaison between DART and Morgue Need to know where body is until received by funeral home (will contact logistics) Has its own transportation coordinator who may need radio Brook asked if they could use cell phones Shelley asked should this portion be written into the plan. Need vision on how you want to work DART has Command Area	ОРНР	Develop Remains Management EEG and establish Evaluator

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Review of Command Staff Exercise Evaluation Guide (EEG)	 Roger Simpson stated Remains Management transfer person needs separate radio Need two additional radios (8 total radios or more – use additional from OPHP stock). Jerry Ellsworth will bring additional radios so exercise is not short handed Request for additional radios needs to go through CHECC Roger stated transportation will not be non-stop with only eight bodies – bigger if a larger incident May need administrative person to enter data and inventory body parts Tracker is assigned by DART One tracker needed for each body Remains Management is new section and will need new EEG Pathology is longest station and may need scribe assistance Recovery Site reports – send electronically to Lou and Tracee and added to google.docs Review of Command Staff Exercise Evaluation Guide (EEG) New communication to SEOC, CHECC Does Mike Markey have an on-going role, or do we tell him how is to be involved? Bill Funk has name of Medical Examiner who wants to observe 	OPHP Kevin Chau/Remains Management	Locate administrative scribe to enter data Send electronic Recovery Site report to Lou Hunt and Tracee McIntosh and add to google.docs

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	 Shelley, Dutch, Dr. Berman to have phone call with ME to work out details and see what will work for them so we are all on same page Dr. Bader – Roger to call May ask Dr. Markey or his representative to attend to attend March 19th site visit meeting. 	Shelley, Dutch Nie and Dr. Berman	Discuss phone call with ME
	Kevin stated that if other items are needed, to please let him know. Next meeting with be an EEG discussion of the VIC, MIC and Remains Management. A comment was made that the Michigan MI-MORT teams is miles ahead of Indiana.	Kevin Chau	Discuss EEG of Vic, MIC and Remains Management at March 19, 2015 meeting
Training the Training Course	There will be a FEMA G386 Trainer the Trainer course offered May 19-20, 2015, in Ohio. Dutch thought this may be a beneficial opportunity for Command Staff members may attend. Will discuss in greater detail at a later time		
Next Meeting	Next meeting will be at the Ingham County fairgrounds on March 19, 2015, beginning at 9:00 a.m. with a tour of the facilities followed by a meeting. Lunch e provided by Grand Traverse Pie Company to test services	MI MORT command team	Next meeting March 19, 2015 at Ingham County fairgrounds