MINUTES

MI-MORT Meeting

Date: July 30, 2015

Time: 10:00 a.m. – 1:30 p.m.

Attendees: Brook Babcock, Dr. Gary Berman, Shelley Norris Chapman, Kevin Chau, Kesha Dixon, Jerry Ellsworth, Dr. David Foran, Bob Gilbert, Patti Lyons, Tracee McIntosh, Dutch Nie, Tom Poirier, Tim Schramm

ТОРІС	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order			
Items to Complete During the Next Twelve Months	 Shelley requested the team establish a 2015-2016 twelve month exercise calendar. Suggestions include: Multi-year MI-MORT exercise calendar MERC training Order supplies, restock supplies, and repack trailers Pick up/have Region 7 drive donated trailer to BETP Relabel trailers and new add logo to trailers. Rebranding is currently in process. DART Fingerprint section training to review paperwork with 28 examiners in January at their training center DART logistics training held during the October meeting, but could be conducted the same week as the MI-MORT re-packing 	Shelley Norris Chapman Tracee McIntosh Tracee McIntosh	Develop 2015/2015 Exercise Schedule Conduct DART Fingerprint training Conduct DART logistics training in
	 Forensic Dentists VIP training. Shelley asked whether the team felt it would be beneficial to have 	Shelley Norris Chapman	October Contact Greg Klimentz for

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	Greg Klimentz from FEMORS return for training		joint VIP
	 Tim Schramm wants to conduct VIP training in 2016 with family interviews. A VIP workshop activity could be held at BETP as either a ½ day or full day session. The recommended date is May of 2016. Kevin Chau suggested this exercise would provide collaboration. Roger Simpson, Remains Management, would like to collaborate with an exercise. 	Shelley Norris Chapman	Arrange VIP training for May 2016
	 Bob Gilbert, DPMU, suggested a repacking day with all the units. Bob said each unit could repack the way they felt most beneficial. With two additional trailers, each unit might have their own trailer. Some trailers might contain misc. supplies. Shelley suggested that once all replacement supplies are in, which should be by March 2016, would be a good time to repack. DART, MIC and VIC supply requests have already been submitted 	Shelley Norris Chapman	Schedule repacking, restocking exercise for March 2016
	Jerry Ellsworth will arrange for MERC training, which could be either inside or outside depending on the weather. This will require a one-day training session because of all the equipment. Tentatively schedule training for early December	Jerry Ellsworth	Schedule MERC training for December 2015
	Once the scheduled is finalized, Shelley Norris Chapman will provide to Dutch Nie who will post to the website.	Shelley Norris Chapman/Dutch Nie Kevin Chau	Finalize exercise schedule and post to website Send AAR Draft

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2015 Exercise Evaluation	Kevin Chau has started the Evaluation Guides for MI-MORT		by August 27,
Guides/After Action Reports (AAR)	Command, DPMU, VIC, MIC, and Morgue operations. At the		2015
	September 3, 2015, meeting Kevin will discuss the exercise	Kevin Chau	Review AAR at
	After Action Report (AAR). Kevin will forward a draft AAR to		September 3,
	team members for review on or before August 27, 2015.		2015 meeting
	Once the AAR draft is sent, Kevin wants each team to review		
	their own section and send him any corrections or additions		
	prior to September 3 meeting. Following the September		
	review, the AAR will be published.		
		Shelley Norris	Make copies of
 MI-MORT Exercises Video/Pictures 	Shelley provided a video from the 2015 spring exercise	Chapman	exercise video
	developed by Kathy Wahl, EMS & Trauma Division Director		
	from the Bureau of EMS, Trauma, and Preparedness. All		
	pictures from the exercise will be added to the www.MI-	Dutch Nie	Add video to
	MORT.com website. Shelley will make copies of the video		website
	for all team members to share with constituents. The video		
	may also be posted to the MI-MORT website and may be		
	shared during the Michigan Association Medical Examiners		
	(MAME) conference.		
Brochure Review	Shelley passed out MI-MORT brochures for review. New	Shelley Norris	Confirm with
	pictures, new logos for MDHHS, BETP and MI-MORT, and	Chapman	Linda Scott to
	contact information will be added. Two brochures will be		have Tim
	created for general and emergency audiences. Kevin		Schramm
	suggested that a member of the MI-MORT team make a		present at
	presentation at a Regional Leadership meeting. Tim		November 13,
	Schramm is willing to present at the November 13, 2015,		2015 Regional
	meeting. Shelley Norris Chapman will check with Linda Scott		Leadership
	to confirm. Members are to review pictures from the		meeting

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	exercise from the website, and selected images for brochures, marketing pieces, and display boards.		
Ebola EVD Special Pathogen Update	The Bureau of EMS, Trauma, and Preparedness (BETP) reviewed best practices/Lessons Learned from the first		
	death of an Ebola patient in the United States in 2014 in		
	Dallas, TX. Ongoing questions and concerns across the		
	country were raised on how to handle the remains of Ebola		
	patients.		
	ASPR and CDC Ebola Preparedness Funding grants were		
	received to create specialized MI-MORT Ebola/Special		
	Pathogen Team. The grant covers an 18-month period, and		
	began in May of 2015. Michigan has already developed a		
	four tier hospital structure to assist with treatment,		
	assessment and screening of patients. These facilities will		
	also assist the MI-MORT Ebola/Special Pathogen Team with		
	training, monitoring, etc. MI-MORT Ebola/Special Pathogen		
	Team will consist of 6-8 members.		
	Shelley Norris Chapman asked for suggestions on how to	Hilary Gentry	Develop plan
	form the team. Dr. Gary Berman recommended using the		for Specialized
	Disaster Medical Assistance Team (DMAT) model, that has		Transport team
	HazMat training and members are trained to handle		Ebola/Special
	remains. Team members are required to take a medical		Pathogen
	exam to prove good health. Dutch recommended the		remains
	support of MI-MORT Command Staff attendee Hilary Gentry		
	(who has received HazMat training) be tasked with the		
	development of the MI-MORT/Special Pathogen Team.		

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HazMat Exercise Recommendation	Dr. Berman said that a HazMat trained crew came and cleaned equipment during a recent exercise in Indiana he attended. He suggested that MI-MORT hire a HazMat team to clean up equipment following an event or exercise, rather than to train a crew. Shelley will review the list of contractors to see who is available.	Shelley Norris Chapman	Review list of HazMat contractors for exercise clean- up
Agenda Discussion	Shelley Norris Chapman questioned who should create future agendas for MI-MORT meetings. It was suggested that a master template be placed on Google.docs for members to add suggestions.	Shelley Norris Chapman/Dutch Nie	Create agenda template and add to website
Future Conference Calls	Shelley Norris Chapman asked whether the committee was still interested in conducting telephone conference calls during meetings to get better participation. Shelley plans to conduct the first call in October, which will be an informational updated meeting for membership, and will provide an opportunity to ask questions. This call will provide an update on future exercise, activities, training events, and a summary from each team. Meetings could be hosted through Adobe Connect. Presentations should last 30 minutes, followed by a question answer period.	Shelley Norris Chapman/Kevin Chau	Conduct first informational conference call on October 8, 2015-4:00 p.m.
	This conference call will take place on October 8, 2015 at 4:00p.m. Kevin will provide call logistics. The exercise AAR will be posted to the website to review prior to the call. The regular October MI-MORT team meeting will take place on October 29, 2016 from 10:00 a.m. – 2:00 p.m. at MFDA.	Kevin Chau Command Staff	Post final Exercise AAR by 10-8-2015 Next Command Staff meeting Oct 29, 2015

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Push Pack Discussion	Shelley Norris Chapman questioned when the team wanted to provide maintenance and review Push Pack trailer equipment and supply inventories. Trailers and supplies haven't been reviewed since they were deployed. Bob Gilbert said that since all supplies are wrapped it may be difficult to view.	Command Staff	Conduct Push Pack maintenance
	Shelley suggested establishing a schedule to review replacement supplies. Suggestions were to replace items such as gloves, batteries, pens, and ink cartridges through Just in Time delivery, swap out supplies or rotate supplies through the regions to use during exercises, or identify regions that could replace supplies. Dutch suggested removing all expired items and not get the regions involved.		
	Jerry Ellsworth will talk to Linda Scott about scheduling maintenance checks on trailers. Jerry updated that all trailers are inside, except the one in Region 8. Jerry will check on Region 8 trailers and Push Packs in September.	Jerry Ellsworth	Discuss trailer maintenance with Linda Scott. Conduct Region 8 maintenance in September
	Shelley expressed the need to update the Operational Plan since the maintenance of the trailers and replacement of supplies should be reviewed annually. The same process should be established for both DPMU and Push Packs, and add notes on which items need updating. Shelley will check the expiration dates on the respirators and report back.	Command Team	Update Operational Plan procedures for trailer and supplies

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Operational Plan Update Based on Final After Action Report (AAR)	After the AAR review in September, the next step will be to update the MI-MORT Operational Plan. Shelley wanted team members to review the plan prior to the October meeting, when it will be discussed in greater detail. The Fatality Management Plan may assist with the process. Patti Lyons will send Dutch Nie a revised 201-page Operational Plan, which Dutch will add to the website for viewing.	Patti Lyons/Dutch Nie	Send Dutch Nie Updated Operational Plan/add to website
DART Photo Cards still Missing	Tracee McIntosh is still missing photo cards from the exercise. They were in a manila envelope at the Filley warehouse. Patti Lyons and Shelley Norris Chapman will look for them and send to Tracee.	Shelley Norris Chapman/Patti Lyons	Locate DART photo cards and send to Tracee McIntosh
Dexis Maintenance Contract	Dr. Berman sent Shelley an email regarding the Dexis maintenance contract. Shelley will check with Barb Bidigare to ensure that the contract does not lapse.	Shelley Norris Chapman	Check on Dexis maintenance contract with Barb Bidigare

Next Meetings:

September 3, 3015 – MI- Mort Command Staff Meeting at MFDA – 10:00 a.m. – 2:00 p.m.

October 8, 2015 Informational Conference Call to Members- 4:00 p.m.

October 29, 2015 MI-MORT Command Staff Meeting at MFDA – 10:00 a.m. – 2:00 p.m.