

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
<ul style="list-style-type: none"> • Hotel Reservations • Training Set Up 	<ul style="list-style-type: none"> • Harold Risk contacted Shelley Norris Chapman and said there would be a professional photographer from the DMORT team to take group pictures. He asked Shelley whether there was a MI-MORT banner that could be used as a back drop. Since the MI-MORT trailers were previously used for backdrops, Shelley will order a large banner in vinyl for the training, which can also be used for future events and trade shows. Banner message suggestion: <i>"We are there when all that remains are remains!"</i> • Hotel reservations for the training have been made for the Hampton Inn in Kalamazoo. • A master bill for hotel costs will be submitted to MFDA. If participants are staying at another location, they are being asked to submit their bills using the MI-MORT reimbursement forms. • Reimbursement forms, which will be updated, will be available in participant packages. Late hotel registrations will be honored at the \$137/night rate. • A MI-MORT trailer will be delivered to the training site at 3:30 p.m. on Thursday, May 4. • Approximately eight members of MORT, additional members of MORT team, and Western Michigan University participants will unload and set up for the training, which includes morgue operations. • Brook Babcock questioned the type of tubing needed for the training. 	<p>Shelley Norris Chapman</p> <p>Patti Lyons</p> <p>Patti Lyons</p> <p>Brook Babcock</p>	<p>Order MI-MORT banner</p> <p>Secure hotel reservations and master bill system</p> <p>Update reimbursement forms</p> <p>Deliver MI-MORT trailer with supplies Thursday, May 4, 2017</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<p>Shelley Norris Chapman at ChapmanS1@michigan.gov or Patti Lyons at lyonsp2@michigan.gov.</p> <ul style="list-style-type: none"> • Participants in the training need to have completed the ICS 100, ICS 200, ICS 700 and ICS 800 courses within 6 months. • Completion of course is a workman's compensation insurance requirement. • Shelley Norris Chapman will check with BETP staff to get updated Workman's Compensation forms for the event. • Kevin Chau questioned whether a response should be sent out through MI Volunteer Registry. • DMORT has workman's compensation form that could be adapted for MI-MORT participants if needed. Susan Atwood will send Shelley the form. • Shelley questioned whether the MI-MORT team needed a Safety Officer, since DMORT already had one. 	Shelley Norris Chapman	<p>certificates to BETP staff</p> <p>Get updated Workman's Compensation forms for training participants from BETP</p>
<ul style="list-style-type: none"> • MI-MORT Symposium 	<ul style="list-style-type: none"> • BETP PHEP carry forward funds were awarded to MI-MORT to conduct a Symposium. • The original date chosen was June 8, 2017, but since that date would not work for the MSU pavilion, alternate dates of June 6 and 7 were suggested. • If the MSU pavilion is not available on June 6 or 7, suggested venues were the Crowne Plaza, Okemos, or Kellogg Center, East Lansing. • Funds need to be spent by June 30, 2017. 		

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<p>presentation through Skype in for the conference.</p> <ul style="list-style-type: none"> • Dr. Fenton will contact Paul Sledzik to confirm his participation. MSU uses Zoom for teleconferencing. • A committee will visit the MSU pavilion on Monday, May 1, 2017, to confirm logistics. • Ryan Wilkinson had a discussion with Clinton County team, who recently updated their Emergency Management plans. • A suggestion was made for Ryan to invite the team to the June Symposium. • Kevin Chau also asked Ryan to see if the Clinton County team would be interested in participating in the 2018 full scale exercise. 	<p>Dr. Todd Fenton</p> <p>BETP staff</p> <p>Ryan Wilkinson</p>	<p>Confirm keynote speaker</p> <p>Confirm MSU pavilion logistics</p> <p>Invite Clinton County team to symposium</p>
<ul style="list-style-type: none"> ▪ Ebola Special Pathogen Conference – June 5, 2017 	<ul style="list-style-type: none"> ▪ On June 5, 2017, an Ebola and Special Pathogens conference will be held at the Kellogg Center in East Lansing, which is a separate activity. ▪ Tim Schramm will be a speaker for the event. ▪ Additional information will be sent through the Bureau of EMS, Trauma and Preparedness. 	<p>Tim Schramm</p>	<p>Attend Ebola Special Pathogen Conference</p>
<ul style="list-style-type: none"> ▪ MI-MORT Display Materials 	<ul style="list-style-type: none"> ▪ Shelley Norris Chapman updated display materials and asked if they were acceptable. ▪ Ryan Wilkinson took the display to the MDFA conference, which was well attended, and had many participants stop to discuss the MI-MORT team. 	<p>Shelley Norris Chapman</p>	<p>Update MI-MORT display materials</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<ul style="list-style-type: none"> ▪ Ryan suggested having a vinyl banner and laptop to run the video of the 2015 Full Scale exercise for future display events. ▪ A portable computer with a battery charger would also be ideal for display table, so that electricians or electric services would not be needed. ▪ A larger professional display would be ideal, and Shelley Norris Chapman will look into creating one. 		
<ul style="list-style-type: none"> ▪ Funding Discussion 	<ul style="list-style-type: none"> ▪ Questions on how a recent \$41,000.00 funding source was to be spent ▪ Theresa West from MFDA contacted Tim Schramm with questions on the budget. ▪ Tim is to contact Allan Marshall at BETP to discuss details with Theresa. 	Tim Schramm	Contact Allan Marshall at BETP to discuss budget
<ul style="list-style-type: none"> ▪ 2018 MI-MORT Full Scale Exercise 	<ul style="list-style-type: none"> ▪ Discussion continued on whether DMORT participations would be involved with the 2018 Full Scale MI-MORT exercise. ▪ Susan Atwood discussed the physical requirements for DMORT members. ▪ DMORT team members now need to qualify for participation. The membership cap is 85. ▪ Following the discussion the consensus was the MI-MORT team will grow, while the DMORT team will decrease. ▪ Tim Schramm said that with the new CMS Medicaid requirements, some states took the current MI-MORT manual and adopted it in order to fulfill requirements. 	Informational	

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<p>Tracee McIntosh said the DART team uses special paper or sleeves to not contaminate paper.</p> <ul style="list-style-type: none"> ▪ Brook questioned how many stations in the morgue were necessary. ▪ The answer was ten stations, but approximately 13 stations may be needed based on the diagram. ▪ Each transfer form requires a signature. ▪ The current process is being transitioned from paper documents to electronic documents. ▪ A question was asked whether computers were necessary at each station. Answer was yes in order to provide real time information. ▪ The photographic X-Ray plates need to be updated, since the current system can't read documents. ▪ A wireless system is needed to take images. ▪ Shelley suggested creating a prototype using both computers and laptops in order to make a final decision on purchases. ▪ Brook will discuss details further with Markus Neuhoff, but said there are several options. Connections through a wireless connection has already been established. 	<p>Brook Babcock and Markus Neuhoff</p>	<p>Meet to discuss computer updates</p>
<ul style="list-style-type: none"> ▪ Future Meetings 	<ul style="list-style-type: none"> ▪ The next Command Staff meeting will be held on May 25, 2017, from 10:00 a.m. – 2:00 p.m. ▪ Conference call capabilities will be added to the agenda for those unable to attend in person. ▪ There will be no Command Staff meeting in June. 	<p>MI-MORT Command Staff</p>	<p>Attend May 25, 2017 meeting</p>