## **MINUTES**

## **MI-MORT Meeting**

Date: April 27, 2017

Time. 10:00 a.m. - 2:00 p.m.

Meeting called by Shelley Norris Chapman

**Attendance:** Susan Atwood, Brook Babcock, Dr. Gary Berman (phone), Jerry Ellsworth, Dr. Todd Fenton, Dr. David Foran, Patti Lyons, Tracee McIntosh, Brian Murphy, Marcus Neuhoff (phone), Shelley Norris Chapman, Tim Schramm, Roger Simpson, Brian Wilkinson

ТОРІС	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order  • DMORT/MI-MORT Training – May 5  – May 7, 2017	<ul> <li>The Salvation Army will supply food for the May 5-7, 2017, DMORT/MI-MORT training. An honorarium of \$1200 will be provided.</li> <li>Shelley Norris Chapman provided a bill to Tim Schramm to have ready for next week. The check should be made as a Disaster Emergency services program donation.</li> <li>Harold Risk said the DMORT team will wear uniforms. DART team members will be dressed as their agency requires for this training, and will wear vests. Since several of the MI-MORT team members did not have uniforms, Shelley Norris Chapman ordered red and blue T-shirts team members attending the training. Members are being asked to wear kakis for the training.</li> </ul>	MFDA  Training Participants	Pay Salvation Army honorarium  Wear appropriate team uniforms for training
	<ul> <li>Roger Simpson passed out MI-MART documents for team wear gear and will bring clothing samples to the May 5-7, 2017, training.</li> </ul>	Roger Simpson	Bring MI-MART materials to training

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<ul> <li>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: "We are there when all that remains are remains!"</li> </ul>	Shelley Norris Chapman	Order MI- MORT banner
Hotel Reservations	<ul> <li>Hotel reservations for the training have been made for the Hampton Inn in Kalamazoo.</li> <li>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.</li> </ul>	Patti Lyons	Secure hotel reservations and master bill system
	<ul> <li>Reimbursement forms, which will be updated, will be available in participant packages. Late hotel registrations will be honored at the \$137/night rate.</li> </ul>	Patti Lyons	Update reimbursement forms
Training Set Up	<ul> <li>A MI-MORT trailer will be delivered to the training site at 3:30 p.m. on Thursday, May 4.</li> <li>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.</li> <li>Brook Babcock questioned the type of tubing needed for the training.</li> </ul>	Brook Babcock	Deliver MI- MORT trailer with supplies Thursday, May 4, 2017

ТОРІС	DISCUSSION	RESPONSIBILITY	ACTION
	<ul> <li>Tim Schramm thought they may be listed as drainage tubes in MI-MORT inventory.</li> <li>Additional inventory items needed included buckets and plastic liners for the tables. Brook will bring buckets.</li> <li>Additional rooms not located in the main area, can also be used.</li> <li>Tim Schramm suggested buying plastic drop cloths from a home store for table protectors.</li> <li>Roger Simpson will have tie back suits delivered on Thursday.</li> </ul>	Shelley Norris Chapman	Buy drop cloths
VIC/MIC Training	<ul> <li>Kevin Chau had a question on Don Bloom's email address, since he has not received a response.</li> <li>Tim Schramm contacted Don Bloom who said he will provide a 45-minute overview of the VIC/MIC system as well as a question and answer period.</li> <li>Participants are to bring their own laptops.</li> <li>VIC/MIC program thumb drives will available.</li> <li>Tracee McIntosh questioned whether the print examiner section participants should bring their own equipment.</li> <li>Tracee McIntosh will bring print examiner section equipment, just in case.</li> </ul>	Don Bloom  Participants  Brook Babcock  Tracee McIntosh	Conduct VIC/MIC training  Bring own laptops Create program thumb drives  Bring examiner section equipment
• ICS Courses	<ul> <li>The ICS course completion process was discussed.</li> <li>MI-MORT members may send completed ICS certificates to Susan Puls at <a href="PulsS@michigan.gov">PulsS@michigan.gov</a>;</li> </ul>	MI-MORT Team Members	Send completed ICS

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	Shelley Norris Chapman at ChapmanS1@michigan.gov or Patti Lyons at lyonsp2@michgian.gov.  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	Get updated Workman's Compensation forms for training participants from BETP
MI-MORT Symposium	<ul> <li>BETP PHEP carry forward funds were awarded to MI-MORT to conduct a Symposium.</li> <li>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.</li> <li>If the MSU pavilion is not available on June 6 or 7, suggested venues were the Crowne Plaza, Okemos, or Kellogg Center, East Lansing.</li> <li>Funds need to be spent by June 30, 2017.</li> </ul>		

ТОРІС	DISCUSSION	RESPONSIBILITY	ACTION
	<ul> <li>Alternate dates were also June 13 &amp; 14, 2017.</li> <li>During the meeting, Dr. Foran was able to verify the June 6, 2017, date was open for the MSU pavilion.</li> <li>On June 5<sup>th</sup>, the MSU will be needed for set up.</li> <li>Details of the symposium will be discussed at the May meeting.</li> <li>The symposium will consist of team overviews from section chiefs, training break out sections, high level full team overview, with breakout sections in greater detail.</li> <li>Every hour will provide a rotation for participants to view other areas. Participants can select up to four sections to view.</li> <li>The last general session hot wash will be held from 3:30 p.m. to 4:30 p.m.</li> <li>Shelley will develop a "Save the Date" for the first week of June.</li> <li>Tim Schramm has been getting great responses through the MI-MORT website.</li> <li>Markus Neuhoff will post Symposium information on the MI-MORT website.</li> <li>Once the "Save the Date" invitation is finished, Shelley will send it to the Command Staff to distribute prior to distributing to MI-MORT team members through the MI Volunteer registry.</li> <li>Registration for this event will be on MI-TRAIN.</li> <li>Keynote speaker. National Transportation Safety Board (NTSB) Paul Sledzik will provide a</li> </ul>	MI-MORT team  Shelley Norris Chapman	Conduct MI-MORT Symposium on June 6, 2017, with set up scheduled for June 5, 2017  Send Save the Date invitation to all MI-MORT team members

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<ul> <li>presentation through Skype in for the conference.</li> <li>Dr. Fenton will contact Paul Sledzik to confirm his participation. MSU uses Zoom for teleconferencing.</li> </ul>	Dr. Todd Fenton  BETP staff	Confirm keynote speaker Confirm MSU
	<ul> <li>A committee will visit the MSU pavilion on Monday, May 1, 2017, to confirm logistics.</li> </ul>	DETP Staff	pavilion logistics
	<ul> <li>Ryan Wilkinson had a discussion with Clinton County team, who recently updated their Emergency Management plans.</li> <li>A suggestion was made for Ryan to invite the team to the June Symposium.</li> <li>Kevin Chau also asked Ryan to see if the Clinton County team would be interested in participating in the 2018 full scale exercise.</li> </ul>	Ryan Wilkinson	Invite Clinton County team to symposium
■ Ebola Special Pathogen Conference – June 5, 2017	<ul> <li>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.</li> <li>Tim Schramm will be a speaker for the event.</li> <li>Additional information will be sent through the Bureau of EMS, Trauma and Preparedness.</li> </ul>	Tim Schramm	Attend Ebola Special Pathogen Conference
■ MI-MORT Display Materials	<ul> <li>Shelley Norris Chapman updated display materials and asked if they were acceptable.</li> <li>Ryan Wilkinson took the display to the MDFA conference, which was well attended, and had many participants stop to discuss the MI-MORT team.</li> </ul>	Shelley Norris Chapman	Update MI- MORT display materials

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<ul> <li>Ryan suggested having a vinyl banner and laptop to run the video of the 2015 Full Scale exercise for future display events.</li> <li>A portable computer with a battery charger would also be ideal for display table, so that electricians or electric services would not be needed.</li> <li>A larger professional display would be ideal, and Shelley Norris Chapman will look into creating one.</li> </ul>		
■ Funding Discussion	<ul> <li>Questions on how a recent \$41,000.00 funding source was to be spent</li> <li>Theresa West from MFDA contacted Tim Schramm with questions on the budget.</li> <li>Tim is to contact Allan Marshall at BETP to discuss details with Theresa.</li> </ul>	Tim Schramm	Contact Allan Marshall at BETP to discuss budget
2018 MI-MORT Full Scale Exercise	<ul> <li>Discussion continued on whether DMORT participations would be involved with the 2018 Full Scale MI-MORT exercise.</li> <li>Susan Atwood discussed the physical requirements for DMORT members.</li> <li>DMORT team members now need to qualify for participation. The membership cap is 85.</li> <li>Following the discussion the consensus was the MI-MORT team will grow, while the DMORT team will decrease.</li> <li>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.</li> </ul>	Informational	

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
■ Computer Upgrades	<ul> <li>Brook Babcock ordered the new MI-MORT state laptops replacing older computers.</li> <li>Brook questioned whether computers should be in the morgue, and if so would they require deconning, which would be difficult.</li> <li>Computers that would withstand deconning could cost between \$3,000-5000.</li> <li>Brook suggested wiring computers outside the restricted areas, or using computer condemns, which need testing to see how long they can without heat.</li> <li>Since upgrades to the X-Ray system are needed, but</li> </ul>	Brook Babcock  X-Ray team	Update MI- MORT state laptops
	<ul> <li>Brook wanted feedback from more knowledge persons before he makes any purchases.</li> <li>Shelley said the carryforward allotment needs to be spent prior to June 30, 2017.</li> <li>Shelley suggested the team be proactive since the regions were also provided with funding, and if it not used, additional MI-MORT supplies could be purchased with that funding.</li> </ul>		Babcock on X- Ray system needs
	<ul> <li>Tracee McIntosh asked if additional supplies she previously requested could be purchased for the DART team.</li> <li>Discussion continued on computer purchases. Purchase suggestions included tablets, or portable computer units used in hospitals, or disposable Android tables used for Special Pathogen cases.</li> <li>Dr. Foran suggested information transfer process is easier if computer were in the lab to avoid errors.</li> </ul>	Shelley Norris Chapman	Order supplies requested by DART team

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	Tracee McIntosh said the DART team uses special paper or sleeves to not contaminate paper.  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.	Brook Babcock and Markus Neuhoff	Meet to discuss computer updates
■ Future Meetings	<ul> <li>The next Command Staff meeting will be held on May 25, 2017, from 10:00 a.m. – 2:00 p.m.</li> <li>Conference call capabilities will be added to the agenda for those unable to attend in person.</li> <li>There will be no Command Staff meeting in June.</li> </ul>	MI-MORT Command Staff	Attend May 25, 2017 meeting