

MINUTES

MI-MORT Meeting

Date: July 14, 2016

Time: 10:15 a.m. – 2:00 p.m.

Meeting called by Shelley Norris Chapman (BETP)

Attendees: Brook Babcock, Dr. Gary Berman, Shelley Norris Chapman, Kevin Chau, Mike Flannery, Dr. David Foran, Bob Gilbert, Patti Lyons, Tracee McIntosh, Tim Schramm, Roger Simpson

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order <ul style="list-style-type: none">Introduction of Ryan Wilkinson	Ryan Wilkinson, a funeral director in Lansing, has agreed to serve on the MI-MORT Command staff. Ryan was not available to attend today's meeting, but will be introduced at the next meeting.	Tim Schramm	Provide introduction of Ryan Wilkinson at next meeting
<ul style="list-style-type: none">After Action MERC Training Strategic Planning	<p>Shelley Norris Chapman updated that she met with Matt Cook from BETP who was working to develop a video from the recent MERC training held in Lansing. Shelley said she would submit a proposal to the 2016 Homeland Security Grant program for the MERC lift, wheels, cooling vests, and cooling blankets.</p> <p>Jerry Ellsworth requested quotes from Jeff Jackson for MERC accessories, but has not received the quote yet, but anticipates receiving quote by the next meeting.</p>	<p>Shelley Norris Chapman</p> <p>Jerry Ellsworth</p>	<p>Request funding for MERC supplies</p> <p>Share MERC quotes</p>

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	<p>Shelley updated that the laminated MERC instructions are complete and at the Filley warehouse. She asked the DPMU team where to store them, and Bob Gilbert said to put them with the refrigerated coolant system supplies.</p> <p>Bob Gilbert suggested that after the next MERC event, to have the DPMU team pack the MERC system supplies, since they need to learn how to repack the system. The system may need to be repacked in a different manner in order to have access to the body boards. A discussion on the process for blowing out the lines of water or coolant was held. Brook Babcock will check on the system for blowing out the lines and blankets.</p> <p>Bill Funk and Bob Gilbert will share the MERC coordinator position. Brook Babcock will post the MERC training video on the server. Tim suggested the video be posted to the "Member's Only" of the MI-MORT website, or to burn DVDs to share. Matt Cook is combining the best of the MERC presenter's slides and Filley warehouse training to create the MERC training video. The video will be viewed during the September meeting.</p> <p>A discussion, also known as "Autopsy without Blame", was held on ways the MERC training could have been improved was held. One suggestion was to have more attendees at the event, which was a lost opportunity. Shelley Norris Chapman said there were 19 participants who registered through MI Volunteer Registry (MVR). A majority of those</p>	<p>Shelley Norris Chapman</p> <p>DPMU Team</p> <p>Brook Babcock</p> <p>Bill Funk and Bob Gilbert</p> <p>Shelley Norris Chapman</p>	<p>Place laminated MERC instructions with coolant supplies</p> <p>Repack MERC supplies following trainings</p> <p>Check on whether MERC has blow-out system</p> <p>Share MERC coordinator position</p> <p>Share MERC video at September meeting</p>

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	<p>who registered did not attend. Shelley will forward the list of enrollees to the Command Staff. Tim questioned who should be responsible for sending information out about events through the MI-MORT website.</p> <p>Shelley Norris Chapman spoke to Alan Marshall, the HPP finance point of contact at BETP, regarding the MI-MORT website contract. A question was asked whether there was an attached invitation added to the MI Volunteer Registry invitation. There was an attachment, and the invitation was clearly marked "This exercise is focused for members of the Command Staff, Remains Management, and DPMU", which should have eliminated any questions. Tim Schramm said communications for events needs to improve, so there aren't any issues such as who is to make the lunch purchases. Tim suggested developing a draft plan of processes so everyone is aware of their role, and that all roles need to have a back-up.</p>	BETP staff	Develop draft plan processes and role descriptions for entire staff for exercises and trainings
<ul style="list-style-type: none"> • After Action Report (AAR) 2015 Full Scale Exercise 	<p>Kevin went through the document line by line at the January 2016 meeting. Supply requests from the Full Scale exercise are still missing. A list of supplies needing refurbishment were attached to the October 29, 2015, minutes.</p> <p>The AAR will be sent to MI-MORT members once complete. Susan Puls, BETP, will send out the AAR through the MI Volunteer Registry (MVR). Discussion was held on ways to explain the delay in completing the 2015 After Action Report (AAR) Full Scale exercise. A question on whether to share</p>	Kevin Chau	Share completed AAR of 2015 Full Scale exercise with MI-MORT

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	<p>the complete AAR with the entire MI-MORT membership or only share with the Command Staff was asked. Kevin Chau will check to see if information regarding the Community Health Emergency Coordinator Center (CHECC) should be shared with the public. Kevin suggested sending only the five page AAR Executive Summary to the entire MI-MORT team, and send the complete document only with the Command Staff. Sending an Executive Summary will define the exercise and explain the high level review process.</p> <p>Shelley and Kevin will write a recap prior to sending out the Executive Summary and share with the Command Staff prior to sending. Kevin will make edits to the Executive Summary and send to Tim Schramm for final approval.</p>	<p>Shelley Norris Chapman/Kevin Chau</p>	<p>command staff and Executive Summary only with entire MI-MORT team members</p> <p>Write Executive Summary and send to Tim Schramm for approval prior to sending to entire MI-MORT team members</p>

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<ul style="list-style-type: none"> • Full Scale Exercise July 1, 2017 – June 30, 2018 	<p>The current fiscal year is BP5, which runs June 30, 2016 through July 1, 2017. The BP5 budget has not been determined. A discussion on conducting an exercise with the DMORT team was discussed. No specific dates were available, but tentative dates were April 21-25, 2017. Shelley will provide meeting exercise details at the September meeting. Shelly had a meeting with Medical Examiner (ME) Dr. DeYoung, when she visited their facility in Kalamazoo. A meeting between Dr. DeYoung, and Linda Scott will be held the end of August. Shelley provided an overview with Dr. DeYoung at her facility and said that the DMORT team is moving forward with a joint exercise, and there is a possibility of the MI-MORT team joining the exercise. Other venues to conduct future exercises were discussed. Those venues include: Michigan State University (through Dr. Todd Fenton), or the Saline Fairgrounds, (through Roger Simpson).</p>	<p>Shelley Norris Chapman</p>	<p>Share meeting details from August 2016 joint meeting regarding 2017-2017 Full scale exercise at September meeting</p>
<ul style="list-style-type: none"> ▪ BP5 Funding 	<p>Currently, the budget level for BP5 should be the same as last year. There was about \$2,000 available from the PHEP side that may be used for Push Packs. Special Pathogen funding was also allocated for MI-MORT. As planning continues, Shelley stressed the importance of partnering during events. She also indicated there may be funds available to do the Symposium.</p>		
<ul style="list-style-type: none"> ▪ Website Updates 	<p>Dutch Nie said he will provide updates to the MI-MORT website in order to get the site up to date. He did say that Marcus Neuhoff is the current webmaster.</p>	<p>Dutch Nie</p>	<p>Provide updates to the MI-MORT website</p>

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	<p>members listed by profession. Tim provided an update on two volunteers on the MIC/VIC team who took a long time to conduct family interviews. The volunteers may have had the skills for the job, but not the qualifications.</p> <p>Chiefs need to approve members prior to membership. Tracee McIntosh wanted a complete listing of all lists including the MVR. She also wanted Susan Puls and Virginia Zimmerman to do a query on current MI-MORT team members to be sure all members are getting information through MVR. A question was asked where the MI-MORT team lists are and who maintains the lists? Shelley discussed the guidelines for the chief's membership approvals. Shelley said chiefs need to approve members and add names to the MVR and MI-MORT website. Susan Puls will train Tim Schramm, who is was not an administrator for MVR system. Brooked updated the status of Tim Schramm and Ryan Wilkinson during the meeting as administrators on MVR. Bob Gilbert indicated there were a few members who served as evaluators during the 2015 Full Scale exercise who indicated an interest in joining the team, so he wanted to be sure they were registered.</p>	<p>Shelley Norris Chapman</p> <p>Susan Puls</p>	<p>Provided summary of chief's role in membership approval process</p> <p>Train Tim Schramm on MI Volunteer Registry (MVR)</p>
<ul style="list-style-type: none"> ▪ Republican National Convention 	<p>Tim updated that the MI-MORT team has not been contacted in writing about involvement with the Republic National Convention. But since MI is a bordering state to Ohio, where the convention is being held, the team may be called for support. The Healthcare Coalition Center in Region 2S was contacted and is aware they may be needed.</p>	<p>Command Staff</p>	<p>Provide support at Republican National Convention if requested</p>

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	<p>Region 2S told their counterpart in Ohio, that if there is a need for support to contact the State of MI Emergency Management Center, who will contact the MI-MORT team. Dr. Berman attended a recent meeting, and said the DMORT team will not be needed, but that the MI team would be used in the event of an emergency. Otherwise, there was no official announcement.</p>		
<ul style="list-style-type: none"> ▪ Special Pathogen Response Network 	<p>Shelley provided an update on the Special Pathogen Response Network (SPRN) team. Betty Ann Eash and Kenneth Onye have been working with Special Pathogen EMS transport agencies. They both have attended the National Ebola Training and Education Center (NETEC) training, and are currently conducting hospital assessments. Funding for specialized transport teams may be available through the CDC.</p> <p>When the first Ebola patient arrived in the United States in September of 2014, plans were being created for transport and care of patients. At that time, Hilary Gentry began developing plans on how to transport an Ebola patient. In October 2015, the CDC asked agencies to hold on to forming their own plans, in order for them to do an overall plan throughout the entire country. Since that time transport activities of a deceased Ebola patient transport have not been finalized.</p> <p>There was a Special Pathogen EMS training on June 15, 2016, at the Livingston County EMS with 17 Special</p>	<p>Shelley Norris Chapman</p>	<p>Invite Betty Ann Eash to attend August 18, 2016, to provide update on Special Pathogen Response Network (SPRN) activities</p>

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	<p>October 20 – DPMU and Remains Management Push Pack and MERC training.</p> <ul style="list-style-type: none"> • Trailer is back from Region 3 is back at the Terminal road warehouse. • Bill Funk, Bob Gilbert, and Jerry Ellsworth will lead the training. • Kevin will contact Jerry Ellsworth to see if he could provide Susan Puls to send an alert through MVR. Shelley will draft information. <p>November 17 – MI-MORT Command Staff meeting No December meeting January 19, 2017 - MIC/VIC training</p> <ul style="list-style-type: none"> • Includes all Mi-MORT Command Staff and MIC/VIC staff. • Brook will check if there are upgrades, and Greg Klimentz may be invited to attend. <p>February 23, 2017 –Command Staff meeting October 23 or 26, 2016</p> <ul style="list-style-type: none"> • Dental Team will attend training in Albuquerque, New Mexico • MI-MORT may assist with funding <p>Currently there is no Symposium funding available – discussion to continue. DART Remains Management Virtual exercise</p> <ul style="list-style-type: none"> • Lou Hunt wanted to virtual exercise April 17-20, 2017. Tracee McIntosh would prefer to do an in-person tabletop <p>June 2017 DPMU training date to be determined</p>		