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			
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
After Action MERC Training Strategic Planning	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.	Shelley Norris Chapman	Request funding for MERC supplies
	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.	Jerry Ellsworth	Share MERC quotes

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	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.	Shelley Norris Chapman	Place laminated MERC instructions with coolant
	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	DPMU Team	supplies Repack MERC supplies following trainings
	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.	Brook Babcock	Check on whether MERC has blow-out system
	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	Bill Funk and Bob Gilbert	Share MERC coordinator position
	presenter's slides and Filley warehouse training to create the MERC training video. The video will be viewed during the September meeting.	Shelley Norris Chapman	Share MERC video at September meeting
	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		

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	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.		
	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.	BETP staff	Develop draft plan processes and role descriptions for entire staff for exercises and trainings
After Action Report (AAR) 2015 Full Scale Exercise	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.		
	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	Kevin Chau	Share completed AAR of 2015 Full Scale exercise with MI-MORT

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	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		command staff and Executive Summary only with entire MI-
	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.		MORT team members
		Shelley Norris Chapman/Kevin Chau	Write Executive Summary and send to Tim Schramm for approval prior to sending to
			entire MI- MORT team members

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Full Scale Exercise July 1, 2017 – June 30, 2018	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).	Shelley Norris Chapman	Share meeting details from August 2016 joint meeting regarding 2017-2017 Full scale exercise at September meeting
■ BP5 Funding	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.		
 Website Updates 	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.	Dutch Nie	Provide updates to the MI-MORT website

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	Tim Schramm will contact Dutch Nie to get information on how to post information to the MI-MORT website. Patti Lyons will begin posting all minutes, and other information such as the AAR, to the website once she is contacted by Dutch and provided with administrative rights.	Dutch Nie	Provide Patti Lyons with directions on how to post minutes and AAR to website
■ MI-MORT Brochures	Shelley passed around the MI-MORT brochure at the last meeting and asked for corrections or updates. A question on who is the target market for the brochures? Tim Schramm has been distributing the brochures at conferences and conventions, and membership has increased. Since the MIC/VIC team needs new members, the suggestion was to have brochures targeted to areas where volunteers are needed.	Shelley Norris Chapman	Update MI- MORT brochure
	Funeral Directors, nurses, and hospice workers should be included in the brochure. Brook Babcock suggested sending the brochure through the MVR, where Virginia Zimmerman could send out alerts or place an article in the MVR newsletter, which goes in November. Pathologists, forensic medical investigation students should also be approached. Tim updated that more funeral Directors are needed in the VIC/MIC to conduct family interviews. Suggestions were to create more activities in order to sustain interest in various teams. Brook questioned whether the brochure should identify the skills necessary to be on the team rather than have	Command Staff Team	Provide Shelley Norris Chapman with suggestions on how to improve the MI-MORT brochure in order to increase membership

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	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.		
	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	Shelley Norris Chapman	Provided summary of chief's role in membership approval process
	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.	Susan Puls	Train Tim Schramm on MI Volunteer Registry (MVR)
■ Republican National Convention	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.	Command Staff	Provide support at Republican National Convention if requested

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	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.		
Special Pathogen Response Network	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. 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. There was a Special Pathogen EMS training on June 15,	Shelley Norris Chapman	Invite Betty Ann Eash to attend August 18, 2016, to provide update on Special Pathogen Response Network (SPRN) activities

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	Pathogen Transport teams. Betty Ann and Kenneth Onye		
	conducted from BETP conducted the meeting. At the		
	meeting it was announced that NETEC purchased Bio-seal		
	equipment that hospital staff could use in "hot zones" to		
	seal the remains of deceased Special Pathogen patients.		
	The sealed remains would then be transported by one of the		
	Special Pathogen teams from the "hot zone" to a crematory		
	that has agreed to accept Special Pathogen patients.		
	NETEC will provide training on the Bio Seal system on	Shelley Norris	Send
	September 7, 2016, at the Livingston County EMS. MI-	Chapman	information on
	MORT Command staff are invited to attend. Shelley will		NETEC training
	send information on the training to Tim Schramm to send		September 7,
	out to the team.		2016, at
			Livingston
	Discussion continued on identifying SPRN team members,		County EMS to
	guidelines, equipment, transport vehicles, PPE, and		Tim Schramm
	crematories that would be willing to transport the remains		to share with
	of a deceased Special Pathogen patient. Tier 1 and Tier 2		team
	hospitals have been identified. Recommended committee		
	members were: Roger Simpson, Patti Lyons, Hilary Gentry,		
	Tim Schramm, Dutch Nie, Kenneth Onye, and Betty Ann	Tim Schramm/Shelley	Develop MI-
	Eash. Ryan Wilkinson may also be included. A question was	Norris Chapman	MORT SPRN
	asked whether the remains an Ebola or Special Pathogen		team
	patient could only be cremated. Compensation issues were		
	discussed.		
■ Future Meetings	August 18 – MI-MORT Command Staff meeting	Command Staff	Attend future
	September 22 - MI-Mort Command Staff meeting		meetings

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	October 20 – DPMU and Remains Management Push Pack		
	and MERC training.		
	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.		
	November 17 – MI-MORT Command Staff meeting		
	No December meeting		
	January 19, 2017 - MIC/VIC training		
	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.		
	February 23, 2017 –Command Staff meeting		
	October 23 or 26, 2016		
	 Dental Team will attend training in Albuquerque, 		
	New Mexico		
	MI-MORT may assist with funding		
	Currently there is no Symposium funding available –		
	discussion to continue.		
	DART Remains Management Virtual exercise		
	 Lou Hunt wanted to virtual exercise April 17-20, 		
	2017. Tracee McIntosh would prefer to do an in-		
	person tabletop		
	June 2017 DPMU training date to be determined		