

MINUTES

MI-MORT Meeting

Date: March 22, 2018

Time. 10:00 a.m. – 2:00 p.m.

Meeting called by Shelley Norris Chapman

Attendance: Brook Babcock, Donald Bouffard, Shelley Norris Chapman, Kevin Chau, Jodi DeFrenn, Kesha Dixon, Rick Drummer, Jerry Ellsworth, Dr. Todd Fenton, William Funk, Lou Hunt, Patti Lyons, Tracee McIntosh, Shelley Norris Chapman, Amber Pitts, Maureen Schaefer, Tim Schramm, Roger Simpson

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order <ul style="list-style-type: none">Reorganizational Event – April 12, 2018	<ul style="list-style-type: none">For the April 12, 2018, reorganization event, a select small group will participate.Shelley requested any names should be added, to let her know as soon as possible.A large amount of new MI-MORT equipment just arrived.Bill Funk said he needs the names of the DPMU team members who plan to attend, so he can follow-up and get additional members. He provided Patti Lyons with a list of 15 members that should be in attendance.Participants will meet at the warehouse, which is located at 737 Filley, Lansing, MI 48906. The event will take place from 9:00 a.m. – 3:00 p.m.Missing supplies will be sent ordered through Just in Time delivery.No overnight stay for participants will be required for	MI-MORT Command Staff/DPMU	Attend reorganizational meeting on April 12, 2018.

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<p>this event.</p> <ul style="list-style-type: none"> RSVPs will need to be sent by April 9, 2018. 		
<ul style="list-style-type: none"> 2018 Full Scale Exercise Discussion 	<ul style="list-style-type: none"> Patti Lyons will forward the entire MI-MORT section rosters to chiefs as soon as possible. Shelley Norris Chapman has not sent out full scale exercise registration to the team yet, but will once the April 12, 2018, Reorganizational event invitation is sent. Shelley is waiting for the venue contract confirmation from Mary Wolf at Wayne County Community College. Once the contact is received, Virginia Zimmerman will send the invitation to all MI-MORT team members. The invitation will include information on hotel and mileage reimbursements. Additional MEIs, forensic dentists, and MSU students of Maureen Schaefer are interested in joining the MI-MORT team. Tracee McIntosh has four staff members, with the possibility of two additional members for the fingerprinting section. Tracee will contact participants have responses by the middle of next week. The closing date to register for the full scale exercise is May 4, 2018. The participation list will include observers. Patti Lyons is the point of contact for registrations. The EPCs received a stipend for lodging and will book hotel rooms directly. The requirement to receive overnight lodging team members was that participants need to live 100 miles 	<p>Patti Lyons</p> <p>Shelley Norris Chapman</p> <p>Tracee McIntosh</p> <p>BETP</p> <p>EPCS</p>	<p>Forward team rosters to Chiefs as soon as possible</p> <p>Send invitations to full scale and reorganizational events as soon as possible</p> <p>Confirm fingerprinting participants</p> <p>Finalize full scale participant list by May 4, 2018.</p> <p>Make hotel room reservation from stipend</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<p>away. That policy has since been changed that need to live within 60 miles.</p> <ul style="list-style-type: none"> When MI-MORT members make reservations they need to hold the reservation with a credit card that will be used to cover incidentals. 	MI-MORT Team	Confirm hotel rooms if needed
<ul style="list-style-type: none"> Tentative Exercise Schedule 	<ul style="list-style-type: none"> The DPMU will begin setup at noon Wednesday, May 16, 2018. Kevin Chau questioned Bill Funk on how long it would take DPMU to finish the setup. Bill said it will take eight hours, which includes setting up the MERC. The DART team will begin set up on May 16, 2018. Bill Funk said the DPMU team may bring items to site locations if trailers since the DPMU team will be at the site early. Wednesday morning the communication process with the MEs and stakeholders will begin and continue throughout the set-up. The exercise (Day 2) will begin at 8:00 a.m. with the incident briefing on Thursday, May 17, 2018. The briefing will include the exercise scenario. Kevin Chau said Thursday, May 17, 2018, will be a full day of exercise operational period 1 is the morning, and operational period 2 is the afternoon. MI-MORT team briefings will be conducted at 9:00 a.m. (prior to the Period 1 operation period), then lunch rotation. Lunch could be brought over for the morgue and MIC sections. Everyone will have lunch at 11:30, with Period 2 starting at 12:30. Each operational period is 2.5 hours, 	<p>DPMU</p> <p>MEs</p> <p>Command Staff</p>	<p>Begin exercise set up on Wednesday, May 16, 2018</p> <p>Begin communication process on Wednesday, May 16, 2018.</p> <p>Conduct briefing at 9:00 a.m. on Thursday, May 16</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<p>including briefing and debriefing.</p> <ul style="list-style-type: none"> • Exercise controllers, exercise evaluators, and Safety Officer, are to move to their new location at 12:00 p.m. • Exercise hot wash will begin at 3:00 p.m. with all participants moving at 2:30 p.m. to the auditorium. DART and DPMU will begin packing equipment at 3:00 p.m. • Some exercises will begin on the afternoon of Wednesday, May 16, 2018, but Thursday is the full day of exercises. • Dinner will be provided on Wednesday night. 	Command Staff	Conduct hot wash at 3:00 p.m. on Thursday, May 17, 2018
<ul style="list-style-type: none"> ▪ Items Needing Completion During the Exercise Include: 	<ul style="list-style-type: none"> • Safety and First Air briefings • Operational period situational reports • Improve Command Staff identification • Completion of the Job Action Guides, which will be up to the manage • Decontamination and Operational section updates • Dr. Fenton has delivery arrangements for the X-ray machine and Dr. Berman made arrangements to deliver the DEXUS machine to the Full Scale Exercise. • Shelley wanted each section chief to send the minimum number of staff members needed for each section. Send section numbers to Patti or Shelley. • Shelley said the next MI-MORT Command Staff meeting on April 26, 2018, meeting will held at Wayne County Community College to discuss the setup. Shelley will make a reservation for Conference Room #8. One hotel room will be reserved for Bill Funk for April 25, 2018, 		

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	since he lives a distance away.		
<ul style="list-style-type: none"> ▪ IT Update 	<ul style="list-style-type: none"> • The VIC/MIC software will be the same, but with an updated VIP and FileMaker. • The badge template will be the same as the 2015 Full Scale exercise. • WINID (Dental Program) is still using XP, which is not compatible with Windows 10. Brook Babcock thinks the WINID will work with Windows 10 or can still be used with XP. The sensor may have an issue connecting to the WINID program. • The No Mad DEXIS batteries may need replacing. Dr. Berman will get batteries and submit the bill to MDFA. Is there a service contract with DEXIS? Shelley will ask Allan Marshall to review the contract, which may have been renewed for three years. • Dr. Fenton said the X-ray machine works great, but the software may be 15 years old and may require updating. Shelley said this is the next major purchase and she has estimates. Since X-ray technology is rapidly changing, the radiology program owned by the state needs to be addressed. Brook may visit the MSU Anthropology office to review the system. • MSP will provide a trooper to support the Mobile ID program. 	<p>Brook Babcock</p> <p>Dr. Berman</p> <p>Brook Babcock</p>	<p>Check that the WINID program is working</p> <p>Purchase batteries for DEXIS</p> <p>Visit MSU Anthropology department and ensure X-ray machine is working properly</p>
<ul style="list-style-type: none"> ▪ Transporting Trailers to the MI-MORT Full Scale 	<ul style="list-style-type: none"> • MI-MORT has 10 trailers, but will transport 9 trailers for the exercise. Trailers are: 1 MERC, 6 MI-MORT, and 2 gator trailers. 	<p>Jerry Ellsworth/Brook Babcock, Richard Thelen, Lou Hunt, Bill Funk</p>	<p>Transport 9 trailers to exercise site</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<ul style="list-style-type: none"> • Trailers will be transported Monday, Tuesday and Wednesday, which will require a 2500 pickup truck. The National Guard declined the request to provide assistance to transport trailers. The DTMB no longer have the correct size trailer to transport. Each of the 9 trailers will require a 3 – 4 hour round trip time frame. • Local residents at the college can assist with unloading equipment. Trailers will be transported to the fenced area on the campus. The DART team will need tarps for transporting remains. • Bill Funk and Lou Hunt will pick up two of the nine trailers on Tuesday or early Wednesday to transport to the exercise site. Bill and Lou will take the trailers back to Lansing Thursday night. • Trailers can be stored in a secure area over the weekend, and Tim Schramm said three trailers can be stored at his business. Lt. Nathan McQueen said there is a state police post near where trailers can also be stored if needed. • Lt. Nathan McQueen invited the M-MORT team to future MSP exercises. The next exercise will be a biological agent functional exercise. Rotation of the exercise are: tabletop August 2018, functional August 2019, and Full Scale August 2020. Lt. McQueen will provide schedule. • Shelley asked Lt. McQueen if MSP could supply security during the exercise or if he had for suggestions for security during the exercise. Lt. McQueen discussed setting up the JIC with local and state PIOs, and getting 	Lt. McQueen	Let Kevin Chau know if MSP can assist with security by

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<p>a send out in a unified message. Kevin asked if there were members of the MSP team that could be available for at least half of day to simulate security. Lt. McQueen suggested asking for security through the college. Kevin asked Lt. McQueen to let him know about security by April 19, 2018.</p>		<p>April 19, 2018.</p>
<ul style="list-style-type: none"> ▪ Wayne County ME Participation 	<ul style="list-style-type: none"> • Kevin has had no official meeting with the Wayne County Medical Examiner yet, but will have one soon. • Tim Schramm plans to see all three Wayne County MEs on Thursday, March 29, 2018, and will check with them. • A conference call with will MEs will begin the simulation of the exercise the morning of Wednesday May 16, 2018. Operations with two periods will be exercised. • The Wayne County MEs also participate in mass fatality exercise throughout the year. • Dr. Berman will contact Dr. Schmidt to set up a conference call to discuss the objectives of the ME role. • Kevin will also contact the MEs with a cc to Dr. Berman outlining the ME's role in the exercise. 	<p>Kevin Chau/Dr. Berman/Tim Schramm</p>	<p>Contact Wayne County MEs to finalize involvement with exercise</p>
<ul style="list-style-type: none"> ▪ Family Assistance Center (FAC) Development Update 	<ul style="list-style-type: none"> • The FAC section will simulate media outreach and family roles. • Family interviews should be accurately completed within a timely manner (within one hour). • Many activities are planned for FAC participants. • An issues is most people are unaware of the functions of the FAC. • There is a planned tabletop exercise scheduled for April 	<p>Jodi DeFrenn</p>	<p>Conduct tabletop April 25, 2018.</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	up the IT equipment.		
<ul style="list-style-type: none"> ▪ MSP Live Video System 	<ul style="list-style-type: none"> • Kevin Chau asked if MSP will support the mobile devices. • Discussion on location of the live video stream units and whether a video could be made and used for training, since it will have value. • Areas to set up devices include: <ul style="list-style-type: none"> ○ DART (during operational period and during logistic set up on Wednesday) ○ DPMU (Wednesday and Thursday) ○ Forensic (DNA) ○ Take snippets of each section would be valuable for training or an overview of the entire system for areas such as the MERC, admissions, transportation, the entire process, MI Volunteer Registry linking the operations of what MI-MORT is all about to be used as a recruiting video. ○ Jodi DeFrenn wants a video of the registration, check in and check out, and family assistance interviews, and briefings at the Family Assistance Center (FAC). The video should include the Behavior Health, Spiritual Health, and five to six social service stations. Some areas may be closed to video recording. • An overview of entire site with a drone also would make a great marketing piece. MSP Unmanned aerial may be used. • Kevin will email Donald Bouffard with a cc: Lt. 	<p>MSP</p> <p>MSP</p> <p>MSP</p> <p>Kevin Chau</p>	<p>Run live video streaming system during the exercise</p> <p>Live stream exercise by sections</p> <p>Supply drone overview of site</p> <p>Confirm</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<p>McQueen.</p> <ul style="list-style-type: none"> Kevin will ask Don Bouffard to provide feedback for the AAR. 		streaming with Donald Bouffard
<ul style="list-style-type: none"> Auxiliary Communication (AUXComm) Radio Support 	<ul style="list-style-type: none"> About twelve 800 MHz radios will be needed for Command Staff, and the rest of the team will receive 600 MHz radios to conduct outside communication. AuxComm can be used to provide additional on-site radios. 	Jerry Ellsworth	Provide radio communication devices for exercise
<ul style="list-style-type: none"> Uniform Discussion 	<ul style="list-style-type: none"> For the full scale, please wear your MI-MORT uniform if you have one. Logistics Staff wear dark blue t-shirts Command Staff wear white <ul style="list-style-type: none"> Order uniforms at: www.promeduniform.com Go to "Group Login/Registration" Fill in the information on the registration section. Group Password use Mi-Mort2017 (which is case sensitive). 	MI-MORT Team	Wear uniforms to exercise
<ul style="list-style-type: none"> DMORT Equipment Request 	<ul style="list-style-type: none"> The DMORT team requested borrowing 10 tables from the MI-MORT team for their next exercise on April 28, 2018. The tables would need to be delivered to their site in Kalamazoo, MI. After discussion it was decided that the DPMU team is too busy over the next few months, months so the request was declined at this time. Tim Schramm will contact Harry Risk and let him know the decision. 	Tim Schramm	Contact Harold Risk regarding table request