

MINUTES

MI-MORT Meeting

Date: August 30, 2018

Time. 10:00 a.m. – 2:00 p.m.

Meeting called by Timothy Schramm

Attendance: Brook Babcock, Dr. Gary Berman, Kesha Dixon, Rick Drummer, Jerry Ellsworth, Dr. Todd Fenton, Dr. David Foran, Lou Hunt, Brian Murphy, Amber Pitts, Maureen Schaefer, Tim Schramm, Roger Simpson, Ryan Wilkinson, Larry Zimmerman

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order <ul style="list-style-type: none">AAR Review	<ul style="list-style-type: none">Larry Zimmerman reviewed the draft After Action Report (AAR) from the May 2018 Full Scale exercise. Shelley Norris Chapman left her position from the Bureau of EMS, Trauma, and Preparedness. If there are any questions, please discuss with Amber. In Shelley's absence, Larry did the best he could to write the AAR.Tracee McIntosh provided Larry with an update on the fingerprint section.Larry kept the AAR very general but will go over it in greater detail with Subject Matter Experts. Larry asked the SMEs to review the AAR and let him know if there are any changes or corrections.Amber Pitts introduced herself and updated she will be the temporary POC person for MI-MORT until the previous position is filled. Command Staff members introduced themselves to Amber.		

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	<p>agencies to discuss ways they can assist with the transportation process.</p> <ul style="list-style-type: none"> • Jerry Ellsworth discussed MI-MORT resources transportation. Each of the nine trailers weights requires a ½ to ¾ ton pickup truck to transport the trailers. Requesting assistance transporting the trailers is still being determined. • The transportation method needs to be streamlined by creating multiple layers such as convoys based on the disaster scenario for faster delivery. • Discussion followed on set up on day 1. Since the facility had space limitations, this caused issues with the morgue setting up resulting in the stations being set-up outside. • A better system for tracking equipment with requests forms needs to be developed since inventory lists were not updated resulting in confusion on where supplies were located. • Brook Babcock has the most current inventory lists. Lists were updated during the exercise but need to be updated further as soon as possible. • Tim Schramm reviewed the current inventory request form. During the exercise one person worked the inventory request lists and was responsible for checking in and out equipment on a spreadsheet. Brook suggested a better way to track equipment but stressed the importance of everyone knowing the process. • Jerry Ellsworth questioned the exercise previous “wants lists” and whether the items are to be purchased, were 	<p>MI-MORT Team</p> <p>Command Staff</p> <p>Brook Babcock/Tim Schramm</p>	<p>Create a better Inventory tracking system</p> <p>Update inventory list</p> <p>Assist with update inventory lists</p>

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	<p>purchased, or will need to be purchased. Lists were reviewed during the meeting. Tim will review the lists for accuracy.</p> <ul style="list-style-type: none"> • Space requirement diameters were discussed. Specific dimension requirements for each morgue operations cubical section is found on page 37 of the MI-MORT Operational Plan. • According to DART evaluators, the DART came back as a well-oiled machine during set-up. Safety concentration was improved. Lou Hunt, DART, updated that X and Y axis (height and width) were added and tested for this exercise. Lou wants to do more training with gators if possible and needs to recruit more participants. • The Family Assistance Center (FAC) wrote their own AAR. Their AAR is indicated communications between the VIC and FAC started off strong, but as the FAC became more active there wasn't enough radio communications which required Ryan Wilkinson to go back and forth between the stations. • Since this was the first time the FAC concept was used, communication will be refined. One evaluator mentioned it would be helpful to have additional FAC staff. The Behavioral Health concept was discussed. • Shelley previously identified immediate need items and how to purchase. Just in Time may be the responsibility of the DPMU team. It would be helpful to have a credit card to purchase necessary materials. • Shelley used her own personal credit card to make purchases. A MI-MORT team member should have 	<p>DART Team</p> <p>Lou Hunt</p> <p>DPMU Team</p> <p>BETP</p>	<p>Recruit members</p> <p>Conduct training on gators</p> <p>Develop method to make Just in Time purchases</p> <p>Determine</p>

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	<ul style="list-style-type: none"> • Tim suggested everyone review Appendix A and B and send any concerns or suggestions to Larry by September 15, 2018. Larry suggested reviewing this appendix during future meetings. • Larry suggested there will be a new person hired from the state to replace Kevin Chau's previous position, and this new person will be working the MI-MORT exercise role. Larry is more than willing to stay on until this replacement is hired and volunteered to be a tracker for future exercises. 	Larry Zimmerman	<p>comments to Larry by September 15, 2018.</p> <p>Join the Remains Management team</p>
<ul style="list-style-type: none"> • Future Meeting Topic Agenda Items 	<ul style="list-style-type: none"> • Addressing improvement plans from the 2018 exercise AAR. • Team recruitment, which will be a difficult task. • Any approval from the state with background checks, and a process for Just in Time or state volunteers would be appreciated. • MI Volunteer Registry background check process was discussed. If the state has the capacity to turn MI-MORT into a volunteer organization, it may make it easier to recruit additional members, especially younger participation. The younger generation, however, would be the first to report during a disaster offering their assistance. The State of Florida has a list of volunteers who are ready to report for duty. 	<p>MI-MORT Team</p> <p>BETP</p>	<p>Discuss AAR improvement plan</p> <p>Develop Just in Time State volunteer system</p>

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<ul style="list-style-type: none"> ▪ 2019 Team Trainings 	<ul style="list-style-type: none"> ○ Remains Management Tabletop ○ DPMU repacking inventory and trailer reorganization by section with each trailer containing all supplies within one trailer. ○ VIC/MIC training one-hour seminar with each section having a one-hour briefing prior to exercising with the VIP program. 	<p>MI-MORT Team</p> <p>MI-MORT Team</p> <p>MI-MORT Team</p>	<p>Conduct remains management Tabletop</p> <p>Conduct Inventory reorganization Event</p> <p>Conduct VIC/MIC training</p>
<ul style="list-style-type: none"> ▪ Next Meeting – September 26, 2018 	<p>Next meeting scheduled for September 27, 2018, from 10:00 a.m. – 2:00 p.m.</p>	<p>MI-MORT Command Staff</p>	<p>Attend September 26, 2018 MI-MORT Command Staff meeting.</p>