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 • AAR Review	 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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	 Larry will update the exercise scenario section. Larry will share notes from the tabletop Command Staff meeting later. The Planning Committee Section 4 had corrections, such as adding and deleting names. Larry may also add information to the timeline. Larry will update information for Day 1 and Day 2 by section. Exercise objectives were discussed. Larry asked if there were any updates or if there were areas that were not tested. Previous information dates were fixed by the reviewer. Larry discussed the body of the AAR, such as the disciplines. The evaluators did evaluate the process and flow of the exercise. Larry added items from the debrief/hot wash conference call on June 28, 2018. Dr. Berman suggested the focus should not be on the actual flow of morgue activities since participants do their individuals tasks on an everyday basis and know what to do. At the top is an Executive Summary or summary of strengths. If there are bulletins that should be added, let Larry know. The evaluators consisted of: Regional Assistant Coordinators, Regional Coordinators, staff from the BETP office. 	Command Staff	Update the 2018 Full Scale Exercise AAAR scenario section, Planning committee names and Day 1 and Day 2 sections Send updates on the Executive Summary to Larry Zimmerman

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2018 Full Scale Exercise Logistics Discussion	 Under the MIC/VIC section the term volunteer should be changed to either staff or MI-MORT members, since it implies participants were taken off the street. The primary function of today's meeting is a review of the AAR, inventory, and goals for 2019. During the exercise the MI-MORT activation request process was viewed. Larry shared a cheat sheet with details of the call state emergency process. There may be a state emergency plan in the MI-MORT Operations Manual. It is unclear how when there is a rural ME involved and the SEOC is not activated, the details process become unclear. Rick Drummer will write a one-page quick reference call list/procedural document for Medical Examiners MI-MORT team members. The MI-MORT Operations Manual on page 9 describes the mission. Pages 9-11 detail the activation steps. Patti Lyons is to share the most current Operations Manual with the entire MI-MORT Command Staff, including Larry Zimmerman. This document was sent during today's meeting. Marcus Neuhoff will post the newest edition on the MI-MORT website. Amber will review the plan to see where all activation plans are located. 	Rick Drummer Patti Lyons	Change term staff to MI-MORT members Write on- page quick reference document with MI-MORT Command Staff Send MI-MORT Command Staff updated Operations Manual
	The transportation plan for getting the trailers to the incident site was discussed. Jennifer Lixey Terrill, BETP, is working with the National Guard and other state	Jennifer Lixey Terrill and BETP Staff	Provide update on transportation plan for trailers

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	 agencies to discuss ways they can assist with the transportation process. 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 	MI-MORT Team	Create a better
	 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 	Command Staff	Update inventory list
	 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 	Brook Babcock/Tim Schramm	Assist with update inventory lists
	 the importance of everyone knowing the process. Jerry Ellsworth questioned the exercise previous "wants lists" and whether the items are to be purchased, were 		

ТОРІС	DISCUSSION	RESPONSIBILITY	ACTION
	 purchased, or will need to be purchased. Lists were reviewed during the meeting. Tim will review the lists for accuracy. 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 	DART Team	Recruit members
	 exercise. Lou wants to do more training with gators if possible and needs to recruit more participates. 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. 	Lou Hunt	Conduct training on gators
	 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. 	DPMU Team	Develop method to make Just in Time purchases
	Shelley used her own personal credit card to make purchases. A MI-MORT team member should have	ВЕТР	Determine

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	 access to a State PCard to make purchases such as Just in Time supplies and volunteer refreshments. Suggestion for sign in and sign out registration forms by section may be required for safety and tracking purposes. Tim will review to see if there is already a sign in form. There were master sign-in sheets developed at the registration desk, but it was not broken down by sections. Lead blankets and lead partitions requirements was discussed. Dr. Fenton said the requirement is that the machine be at least 6 feet away from walls. Radiology supplies were discussed. Dr. Fenton questioned whether the new x-ray machine that Katrina Steinsultz had at the exercise to test would be purchased. This machine demonstrated a drastic reduction in testing time. Dr. Fenton suggested getting additional radiology equipment quotes and felt that the cost of equipment would eventually come down. Dr. Fenton will work with Katrina to review pricing options. Brook reviewed the cost for upgrading the current system he received about two years ago. Discussion followed on whether it was feasible to rent x-ray equipment. Tim Schramm discussed the process for purchasing equipment through MFDA, which has a credit card with a \$50,000 limit. Amber Pitts suggested mobilizing funds prior to purchasing. Discussion continued on equipment needs. Larry will keep issues in the AAR. 	Command Staff Dr. Fenton/Katrina Steinsultz	Develop and use sign in sign out sheets by section Research and get quotes for new x-ray machine equipment

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	 The Dexis batteries were replaced, but Dr. Berman will check with Wayne County Health Department on equipment replacements costs since they are having the same issues as MI-MORT with obsolete equipment. Shelley Norris Chapman told Roger Simpson there were two full-body x-ray machines available within the state for events, which may require a pathologist, a member 	Dr. Berman	Discuss equipment with Wayne County Health Department
	 of MSP, firefighters, members of the bomb team to use. Additional staffing is needed for the Remains Management team since this process is time consuming and labor intensive. The MI-MORT team chiefs need to contact previous MI- MORT team members to reactivate. Larry questioned the level of expertise needed to serve on the Remains Management team. Roger updated they need to be able to handle remains, but it depends on the incident. Roger is still waiting for a list of possible candidates from the MI Volunteer Registry to serve on the Remains Management team. More triage stations are needed for Remains Management, but Funeral Directors are not a requirement for this position. Roger suggested EMS personnel would make great candidates to serve on the Remains Management team. During the meeting Madonna University sent an email 	Remains Management Team Section Chiefs Susan Puls Tim Schramm	Recruit members Reactivate members Provide section specific lists to section chiefs
	indicated they are willing to donate body parts to the MI-MORT team. Tim Schramm will follow-up with the donor.		parts donation from Madonna University

ТОРІС	DISCUSSION	RESPONSIBILITY	ACTION
	 The Pathology/Toxicology section requested clarification on the term MAME or NAME and whether it is MI or National. Dr. Berman will check on the correct terminology. Some equipment was missing for the Anthropology section during the exercise but was found at the end. 	Dr. Berman Tracee McIntosh	Clarify term MAME or NAME
	There are fingerprinting questions still needing answers since there was no section chief or diagram for this section during the exercise resulting in the process not being tested. It is not clear whether MSP is supplying personnel for this section. Since Tracee McIntosh is the fingerprint liaison, questions will be requested from her for both the fingerprinting and photography sections.	Tracee McIntosii	update on fingerprinting and photography sections
	 VIP Section discussion. Since VIP numbers can't be edited, Brook Babcock suggested adding the VIC/MIC numbers to the note section. Brook provided an update for VIP computer locations. Roger Simpson said he could assign a person for Morgue Reference Numbers (MRN) on all packets 		
	 assigned by the Medical Examiner (ME), which can't be changed. Rick Drummer updated part of the numbering system issues require finishing each number before you enter 		
	 another number into the system. The admitting team is responsible for preparing the disaster system packets MRN number. Larry added a spreadsheet of action plans added to the AAR to better track improvement plans. 	MI-MORT Team	Review AAR spreadsheet sending

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	 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	comments to Larry by September 15, 2018. Join the Remains Management team
Future Meeting Topic Agenda Items	 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. 	MI-MORT Team BETP	Discuss AAR improvement plan Develop Just in Time State volunteer system

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■ 2019 Team Trainings	Remains Management Tabletop	MI-MORT Team	Conduct remains management Tabletop
	 DPMU repacking inventory and trailer reorganization by section with each trailer containing all supplies within one trailer. 	MI-MORT Team	Conduct Inventory reorganization Event
	 VIC/MIC training one-hour seminar with each section having a one-hour briefing prior to exercising with the VIP program. 	MI-MORT Team	Conduct VIC/MIC training
■ Next Meeting – September 26, 2018	Next meeting scheduled for September 27, 2018, from 10:00 a.m. – 2:00 p.m.	MI-MORT Command Staff	Attend September 26, 2018 MI-MORT Command Staff meeting.