

MINUTES

MI-MORT Meeting

October 25, 2018

Time. 10:00 a.m. – 2:00 p.m.

Meeting called by Timothy Schramm

Attendance: Brook Babcock, Kiesha Dixon, Rick Drummer, Dr. Todd Fenton, David Foran, Patti Lyons, Brian Murphy, Susan Puls, Tracee McIntosh, Dutch Nie, Dr. Maureen Schaefer, Tim Schramm, Roger Simpson, Katrina Steinsultz (phone), Jennifer Lixey Terrill, Ryan Wilkinson, Larry Zimmerman

| TOPIC | DISCUSSION | RESPONSIBILITY | ACTION |
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| <ul style="list-style-type: none">• After Action Report (AAR) Discussion | <ul style="list-style-type: none">• Larry Zimmerman provided an update on the 2018 full scale exercise After Action Report (AAR), which was distributed through email to the Command Staff.• No changes were made to the AAR except for a few suggestions made by Tracee McIntosh.• Tim Schramm asked whether there were any other suggestions besides the fingerprinting suggestions made by Tracee McIntosh to the AAR Improvement plan section.• Amber Pitts approved the finalized AAR, which will be used as a reference for the next full-scale exercise.• Larry Zimmerman said he will remain with the MI-MORT team assisting with future planning and exercises.• Larry suggested adding additional volunteers, equipment, and developing a MI-MORT exercise plan. | Larry Zimmerman | Develop MI-MORT exercise plan and trainings |
| <ul style="list-style-type: none">• Schedule of 2019 Training Events | <ul style="list-style-type: none">• DART may do three separate trainings in 2019. Tim asked if there was any funding needed and Tracee | DART Team | Conduct three 2019 necessary |

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| | <p>McIntosh replied DART tries to make the trainings as efficient as possible but may need funding for lunches. Tracee will send Larry Zimmerman and Tim Schramm a schedule.</p> <ul style="list-style-type: none"> • DPMU packing and inventory event needs to be scheduled soon. • Remains Management wants to host a half-day training event. • VIC/MIC will conduct a 4-hour training session, which will include a two-hour system review and two-hour tabletop. Jeff Oberg will also conduct a radio update. • Tracee McIntosh suggested creating step-by-step action charts by team since exercise participants do not memorize materials in the trainings. • The Command team wants to conduct a full-scale exercise every two to three years so that all teams will be ready. | <p>Tracee McIntosh</p> <p>Command Staff</p> <p>Remains Management VIC/MIC</p> <p>Command Team</p> | <p>trainings</p> <p>Send Larry and Tim training schedule</p> <p>Schedule packing party</p> <p>Schedule training</p> <p>Schedule training</p> <p>Create Action Charts</p> |
| <ul style="list-style-type: none"> • Operational Manual Improvements | <ul style="list-style-type: none"> • Document the MI-MORT request process (State Staff) • Identify and document asset transportation resources and processes (State Staff) | <p>MI-MORT Command Staff and BETP Staff</p> <p>BETP</p> | <p>Update Operational Manual as discussed (i.e. request process)</p> <p>Develop transportation plan</p> |

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| | <ul style="list-style-type: none"> • Develop process for expediting administrative funds and resource acquisition during deployment, exercises, training and planning (Command Staff and State Staff) • Review/update staffing, command and reporting structures outlined in the MI-MORT Operations Manual (Command Staff) • Develop written facility requirements for deployment, exercises and training (Command Staff) • Develop written procedures for a Section Sign-in/Sign-out process (Command Staff) • VIC/FAC develop procedures for communicating essential information (VIC Section Chief and FAC Section Chief) • DART update transportation section dispatcher duty instructions (DART Section Chief) • DART update current SOPs (DART Section Chief) • Remains Management document Section Operations process and procedures (Remains Management Section Chief) • Update Fingerprint Morgue Operation's Section document, Section Operations process and procedures (Fingerprint Section Chief) | <p>Tim and Allan</p> <p>Command Staff</p> <p>Command Staff</p> <p>Command Staff</p> <p>VIC/FAC</p> <p>DART</p> <p>DART Remains Management</p> <p>Fingerprint Section</p> | <p>Develop funding process</p> <p>Update staffing, Command and reporting structure</p> <p>Draft facility Requirements</p> <p>Draft sign in and sign out process</p> <p>Develop EEI</p> <p>Transportation instructions</p> <p>Update SOPs</p> <p>Draft policies and procedures</p> <p>Update policies and procedures</p> |
| <ul style="list-style-type: none"> • MI Volunteer Registry (MVR) Training and Discussion | <ul style="list-style-type: none"> • Susan Puls updated MI-MORT membership listings since the September meeting, making all Command Staff administrators with access to individual teams. | | |

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| | <p>great way to have current members feel more engaged.</p> <ul style="list-style-type: none"> ○ Ryan will set up a template and head up the notification system on a quarterly basis. ○ Ryan will contact Susan prior to the first of the year to get instructions, and he will send announcements out also for trainings. ● Susan said if members are licensed or certified, the vendor can add them to the medical team field, which populates additional data. ● Susan requested Command Staff administrators who did not update their group to do so as soon as possible. ● The Command Staff will need to assist in contacting the 53 members with incomplete profiles to have them update their information. | MI-MORT Command Staff | <p>training and exercise notifications and begin 1/1/2019</p> <p>Assist with 53 members completion of profiles</p> |
| <ul style="list-style-type: none"> ● 2018 Full Scale Exercise Video Discussion | <ul style="list-style-type: none"> ● Eighteen hours of stationary videos were created from the 2018 Full Scale exercise. ● Tracee McIntosh requested the video team provide her with an updated video this week. ● Exercise video locations were not set up correctly resulting in nothing being recorded. Tracee said that although the information added this time may not be of value, the DART team had clips they found useful. ● Tracee had the password if anyone wanted to view portions of the training. ● Tracee suggested adding section instruction clips to future training events. | Tracee McIntosh | Provide updated exercise video to the MI-MORT Command Staff |

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| <ul style="list-style-type: none"> • Inventory Request Discussion | <ul style="list-style-type: none"> • Rick Drummer updated the equipment spreadsheet and sent a copy to Allan Marshall at BETP. • The request sheet was reviewed with the Command Staff, followed by discussion. • A network security server discussion on the Radiology Imaging Solutions X-ray machine was led by Brook Babcock. <ul style="list-style-type: none"> ○ The X-ray plate with photo software system will allow image viewing. ○ Packs on the estimate are for an external system. ○ Discussion on local software and subscription pricing followed. ○ Katrina Steinsultz submitted quotes for desperately needed radiological equipment that would be needed during a response. ○ During the last exercise, Katrina brought an x-ray machine that demonstrated a vast improvement in time and processes. ○ The proposed developer has a wireless panel that receives data and can be sent to a work station. Work stations will need to be stored in a safe space. ○ The developer will have its own path system, allowing for at least 1,000 exams per year, minimum. If more storage is needed it could be increased. ○ The system will need to be tested periodically. ○ One of the proposed x-ray tables from Radiology | | |

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| | <p>Imaging Solutions was brought to the exercise. Current tables allow for patients to be penetrated, but with suggested tables patients will be placed under a wireless system and bodies will be protected.</p> <ul style="list-style-type: none"> ○ Rick Drummer questioned the \$4,000/year storage package fee over the next three years. Rick asked what was unique about this proposed system or if a local server could be used. <ul style="list-style-type: none"> ▪ Discussion was held on storage on the internet vs. internal storage. ▪ Katrina said compressed data loses important detail information, and she wasn't sure if this data would be acceptable. If images are not compressed, it will not lose details. ▪ Brook questioned the x-ray photo size, so Katrina will explore options. ▪ The Radiology Imaging Solutions has a contract with the State of Michigan since they use pack systems within the prisons. ▪ If DTMB needs to evaluate the eligibility of a vendor, it could take up to a full year. If the state agrees that Radiology Imaging Solutions is an approved vendor, the process will take less time to purchase. ▪ If an internet system is not used, images | <p>Katrina Steinsultz</p> <p>DTMB</p> | <p>Explore X-ray photo size</p> <p>Evaluate eligibility of vendor</p> |

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| | <p>x-ray machines. Jennifer Lixey Terrill will check with DTMB on the location of the equipment.</p> <ul style="list-style-type: none"> Jennifer Lixey Terrill suggested purchasing x-ray equipment through a grant from Emergency Management Homeland Security. Recently, this grant was used to purchase MERC equipment. The grant needed to be submitted by September for consideration this year, but may be a consideration for next year. | <p>Jennifer Lixey Terrill</p> <p>BETP and MI-MORT Command Staff</p> | <p>Locate state full body x-ray machines</p> <p>Apply for EMHSD grant for X-ray machine</p> |
| <ul style="list-style-type: none"> Improvement Plan Discussion | <ul style="list-style-type: none"> One improvement was to develop an asset transportation system of the MI-MORT trailers by other state agencies. An inventory tracking system with bar codes should be added. This system could be used for both equipment or body parts. Protective sheets should be used for sheets to avoid contamination. Broken equipment from the exercise should be replaced. Update the MIC/VIC process guide to include staff breaks, staffing and written report structures. <ul style="list-style-type: none"> Communication between the VIC and MIC teams was discussed. Ryan Wilkinson discussed issues with Jodi Defrenn regarding the Family Assistance Center (FAC). Further discussion was tabled until Jody could attend a meeting. Jodi Defrenn should be added to the Command Staff. | <p>MI-MORT Command Staff</p> <p>BETP</p> <p>Command Staff</p> | <p>Review and make AAR improvement plan suggestions</p> <p>Explore system with Jay Timko</p> <p>Add Jody Defrenn to Command Staff team</p> |

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| | <ul style="list-style-type: none"> • Jennifer Lixey Terrill discussed the Crime Victims Advocacy Program, which will train up to 800 members in Michigan. <ul style="list-style-type: none"> ○ The Crime Victims Advocacy Program was created following the Las Vegas shooting. ○ Once the program protocol is established, a link to the MVR and CHECC should be added to the FAC. ○ Advocates must sign a contract, make a three-year commitment, and attend mental health training. ○ A few states, such as Ohio, have already initiated the program. • Susan Puls will ask current Behavioral Health participants within the MVR to join the MI-MORT team. • Jennifer Lixey Terrill updated Mission Ready packages for Behavioral Health teams in MI. Larry Zimmerman also works with Behavioral Health team and he will contact them to join the Command Staff. • Other updates needing completion include: <ul style="list-style-type: none"> ○ Review inventory process forms ○ Review operational plans ○ Expedite resource and expenditures ○ Conduct a Needs Assessment ○ Facility usage written contract guidelines ○ Do we need to create section sign-in sheets and add process to the Operation Plan? <ul style="list-style-type: none"> ▪ If so, the process needs to be documented, such as where sign-in | Larry Zimmerman | Contact Behavioral Health team to be part of Command Staff |

