

# MINUTES

## MI-MORT Meeting

**Date:** January 21, 2016

**Time:** 10:00 a.m. – 2:00 p.m.

Meeting called by Kevin Chau (BETP)

**Attendance:** Dr. Gary Berman, Kevin Chau, Dr. Todd Fenton, Lou Hunt, Patti Lyons, Markus Neuhoff, Dutch Nie, Tim Schramm, Aaron Walters (intern)

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
<b>Call to Order</b> <ul style="list-style-type: none"><li><b>Command Staff Role Changes</b></li></ul>	<p>Since Bob Gilbert will be unable to perform as DPMU chief due to job constraints, there is need for a new DPMU chief for his replacement with Bill Funk. Bob will continue to receive information and will maintain his involvement with MI-MORT.</p> <p>Dr. William Lichone will replace Dr. Warnick on the Command Staff as the new Dental Team Leader. Dr. William Lichone may be reached at: <a href="mailto:wlichone@gmail.com">wlichone@gmail.com</a>.</p> <p>Tim Schramm will replace Dutch Nie as Commander. Dutch's new position will be Senior Advisor, and he will remain on the Command staff as a resource for the committee. Patti Lyons will update the Command Staff list on google and send out to committee members. Tim Schramm will check with Terri Lockwood to be see if she wants to remain on the team. Kevin Chau wanted to make</p>	Patti Lyons	Send out updated Command Staff Contact List with updates to all members



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<ul style="list-style-type: none"> <li>• <b>DMORT Region V Full Scale Exercise – May 18, 2017</b></li> </ul>	<p>attendance is confirmed, a “Save the Date” flyer will be sent and posted to the website.</p> <p>Harold Risk is the DMORT contact for the Region V Full Scale Exercise planned with Region 5 DMORT on May 19, 2017. Exercise date still needs to be confirmed. DMORT will bring participants and a planning team, but will not provide financial support. When DMORT attended a similar exercise in Indiana they brought between 70-80 participants with high skill sets. MI-MORT will set up and use their own equipment and initiate the response and activation. The first day will consist of an operational period for MI-MORT, with DMORT then providing support on the second shift or back end of the week. This exercise may last up to a week. Shelley Norris Chapman will assist with the development of the exercise. DMORT has a DART component, which once a Presidential declaration is activated, could cost up to \$ 1 million a day.</p>	<p>Shelley Norris Chapman</p>	<p>Coordinate exercise and establish date with DMORT team</p>
<ul style="list-style-type: none"> <li>• <b>MI-MORT Team Inventory Supplies Replenishment</b></li> </ul>	<p>Inventory lists to replenish supplies was submitted by all teams following the April 2015 full scale exercise. Lists were attached to the October 29, 2015, minutes. Information from the lists such as vendor names, items numbers or other information were missing. Team members are asked to review the lists and submit missing information to Dutch Nie as soon as possible so that the correct items can be reordered by the end of BP4 (June 2016). If there any questions, please contact Shelley Norris Chapman.</p>	<p>All Team Chiefs</p>	<p>Send updated inventory requests to Dutch Nie or if questions contact Shelley Norris Chapman</p>

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<ul style="list-style-type: none"> <li data-bbox="191 250 617 321">• <b>MI-MORT Special Pathogen Response Transportation Team</b></li>   <li data-bbox="191 662 533 691">• <b>DPMU Inventory Laptop</b></li>   <li data-bbox="191 1073 575 1102">• <b>Medical Examiner Outreach</b></li> </ul>	<p data-bbox="716 250 1440 605">Hilary Gentry has been developing the MI-MORT Special Pathogen Response Network team transportation plan. Hilary wrote the initial plan and has identified approximately 12 people who will assist in transferring remains from the hospital to the crematory. Team members will be trained, and should already have had HazMat training. Discussion continued questions such as: “What are the triggers to activate the team;” what transport vehicles would be used, and what other agencies would be involved.</p> <p data-bbox="716 662 1419 727">Brook Babcock needs the DPMU inventory laptop returned so that he can install necessary updates.</p> <p data-bbox="716 906 1419 971">DART has had no activity. BP5 activities need to be send to Kevin for planning purposes.</p> <p data-bbox="716 1068 1440 1425">Tim Schramm attended the recent Michigan Association of Medical Examiners (MAME) annual conference where he provided a session on MI-MORT. Tim will probably attended again next year. Following his presentation, Tim said about 40-50 people remained for a 15-20 minutes question answer period. The members were very receptive. A discussion continued on ways to reach other MEs and MEIs and bring awareness of MI-MORT operations and procedures. The MAME conference consists of approximately 90% MEIs and</p>	<p data-bbox="1470 250 1629 279">Hilary Gentry</p> <p data-bbox="1470 662 1545 691">DPMU</p> <p data-bbox="1470 906 1608 935">DART Team</p> <p data-bbox="1470 1068 1629 1097">Tim Schramm</p>	<p data-bbox="1766 250 1944 402">Finalize MI-MORT SPRN transport plan and teams</p> <p data-bbox="1766 662 1955 854">Return inventory laptop to Brook Babcock to install updates</p> <p data-bbox="1766 906 1923 1016">Send activity list to Kevin Chau</p> <p data-bbox="1766 1068 1902 1221">Provided update on MAME conference</p>

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<ul style="list-style-type: none"> <li>• <b>MI-MORT Push Packs</b></li> <li>• <b>Future Meeting Dates/Exercises</b></li> </ul>	<p>10% MEs. Dr. Markey, Dr. Schmidt and Dr. Samuels were involved with the 2015 Full Scale exercise. Dr. Markey was not in attendance at the conference, so Dr. Schmidt updated that MI-MORT has all the necessary capabilities for a mass event. To initiate a response the first step is to contact the CHECC, and then call the local EOC. Larger counties are familiar with MI-MORT resources.</p> <p>Push Packs are the responsibility of the DPMU and need to be checked or updated annual. Lou and Bill should have been contacted to reorder supplies. Jerry Ellsworth is scheduled to check the seven Push Packs for expired supplies and working condition. A question was asked whether Push Packs could be moved to various functions to marketing MI-MORT. This may not be possible for security reasons.</p> <p>The monthly dates for the regular command meetings were discussed. Kevin wanted to confirm meeting dates and be sure that information is posted for MI-MORT members. Discussion continued on the possibility of having thirty minute update summaries of upcoming activities preceding each Command Staff meeting, which are held from 10:00 a.m. – 2:00 p.m. at the Michigan Funeral Director Association (MFDA) in Okemos, MI. Meetings are tentatively held the third Thursday of the month. Monthly meetings will be adjusted depending on activities, conferences or other events in order to stay on top of everybody's schedule.</p>	<p>Jerry Ellsworth</p> <p>MI-MORT Team</p>	<p>Update seven Push Packs. Check on security process when moving Push Packs to events</p> <p>Post events to MI-MORT website and invite membership to events</p>

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<ul style="list-style-type: none"> <li>• <b>After Action Reports</b></li>   <li>• <b>National Transportation and Safety Board (NTSB) Approval</b></li> </ul>	<p><b>Calendar Dates of Upcoming Meetings</b></p> <ul style="list-style-type: none"> <li>• February 25, 2016.</li> <li>• March 17, 2016</li> <li>• Special Pathogen Response Network Conference March 24, 2016. <ul style="list-style-type: none"> <li>○ BETP will be bring brochures to the February 25, 2016, meeting. Registration is through MI-TRAIN</li> </ul> </li> <li>• No April meeting</li> <li>• May 19, 2016 – <b>VIC/MIC or MERC Training</b></li> <li>• June 16, 2016 – <b>MERC or VIC/MIC Training</b></li> <li>• July 21, 2016 tentative meeting</li> <li>• August 18, 2016 – (will confirm May 2017 exercise date at this meeting)</li> <li>• BP5 funding period begins July 2016</li> </ul> <p>Kevin Chau updated that each section chief is responsibilities for following up with action items from the After Action Report (AAR). The After Action Report (AAR), has not been published, but is currently under review by Linda Scott. Once reviewed and updated it will be shared. Kevin plans to review during the February 25, 2016, meeting.</p> <p>Discussion on whether to invite NTSB to the 2017 Full scale exercise. What triggers their response? Is the medical examiner still in charge at the crime scene, or should they back off and let the FBI continue the investigation?</p>	<p>Kevin Chau</p> <p>MI-MORT Team</p>	<p>Discuss AAR at February 25, 2016, MI-MORT meeting</p> <p>Discuss NTSB protocols at future meetings</p>

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	<p>Protocols on how to make the integration easier were discussed. Kevin questioned who was contacted first during response or does NTSB just show up? Answer: They just show up, but they still contact the state. This will be a great training activity for DART since they need to review protocols. Since 2016 is a component training year and not an exercise year, this is a great time to start communications with NTSB.</p>		

**Next Meetings:**

- February 25, 2016 – meeting cancelled due weather and prior committments
- March 17, 2016
- Special Pathogen Response Network Conference March 24, 2016.
  - BETP will be bring brochures to the February 25, 2016, meeting. Registration is through MI-TRAIN
- No April meeting
- May 19, 2016 – **VIC/MIC or MERC Training**
- June 16, 2016 – **MERC or VIC/MIC Training**
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