

MINUTES

MI-MORT Meeting

Date: July 30, 2015

Time: 10:00 a.m. – 1:30 p.m.

Attendees: Brook Babcock, Dr. Gary Berman, Shelley Norris Chapman, Kevin Chau, Kesha Dixon, Jerry Ellsworth, Dr. David Foran, Bob Gilbert, Patti Lyons, Tracee McIntosh, Dutch Nie, Tom Poirier, Tim Schramm

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
<p>Call to Order</p> <ul style="list-style-type: none"> Items to Complete During the Next Twelve Months 	<p>Shelley requested the team establish a 2015-2016 twelve month exercise calendar. Suggestions include:</p> <ul style="list-style-type: none"> Multi-year MI-MORT exercise calendar MERC training Order supplies, restock supplies, and repack trailers Pick up/have Region 7 drive donated trailer to BETP Relabel trailers and new add logo to trailers. Rebranding is currently in process. DART Fingerprint section training to review paperwork with 28 examiners in January at their training center DART logistics training held during the October meeting, but could be conducted the same week as the MI-MORT re-packing Forensic Dentists VIP training. Shelley asked whether the team felt it would be beneficial to have 	<p>Shelley Norris Chapman</p> <p>Tracee McIntosh</p> <p>Tracee McIntosh</p> <p>Shelley Norris Chapman</p>	<p>Develop 2015/2015 Exercise Schedule</p> <p>Conduct DART Fingerprint training</p> <p>Conduct DART logistics training in October</p> <p>Contact Greg Klimentz for</p>

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	<p>Greg Klimentz from FEMORS return for training</p> <ul style="list-style-type: none"> • Tim Schramm wants to conduct VIP training in 2016 with family interviews. A VIP workshop activity could be held at BETP as either a ½ day or full day session. The recommended date is May of 2016. Kevin Chau suggested this exercise would provide collaboration. • Roger Simpson, Remains Management, would like to collaborate with an exercise. • Bob Gilbert, DPMU, suggested a repacking day with all the units. Bob said each unit could repack the way they felt most beneficial. With two additional trailers, each unit might have their own trailer. Some trailers might contain misc. supplies. Shelley suggested that once all replacement supplies are in, which should be by March 2016, would be a good time to repack. DART, MIC and VIC supply requests have already been submitted • Jerry Ellsworth will arrange for MERC training, which could be either inside or outside depending on the weather. This will require a one-day training session because of all the equipment. Tentatively schedule training for early December • Once the scheduled is finalized, Shelley Norris Chapman will provide to Dutch Nie who will post to the website. 	<p>Shelley Norris Chapman</p> <p>Shelley Norris Chapman</p> <p>Jerry Ellsworth</p> <p>Shelley Norris Chapman/Dutch Nie</p> <p>Kevin Chau</p>	<p>joint VIP training Arrange VIP training for May 2016</p> <p>Schedule repacking, restocking exercise for March 2016</p> <p>Schedule MERC training for December 2015</p> <p>Finalize exercise schedule and post to website Send AAR Draft</p>

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<ul style="list-style-type: none"> • 2015 Exercise Evaluation Guides/After Action Reports (AAR) 	<p>Kevin Chau has started the Evaluation Guides for MI-MORT Command, DPMU, VIC, MIC, and Morgue operations. At the September 3, 2015, meeting Kevin will discuss the exercise After Action Report (AAR). Kevin will forward a draft AAR to team members for review on or before August 27, 2015. Once the AAR draft is sent, Kevin wants each team to review their own section and send him any corrections or additions prior to September 3 meeting. Following the September review, the AAR will be published.</p>	Kevin Chau	<p>by August 27, 2015 Review AAR at September 3, 2015 meeting</p>
<ul style="list-style-type: none"> • MI-MORT Exercises Video/Pictures 	<p>Shelley provided a video from the 2015 spring exercise developed by Kathy Wahl, EMS & Trauma Division Director from the Bureau of EMS, Trauma, and Preparedness. All pictures from the exercise will be added to the www.MI-MORT.com website. Shelley will make copies of the video for all team members to share with constituents. The video may also be posted to the MI-MORT website and may be shared during the Michigan Association Medical Examiners (MAME) conference.</p>	Shelley Norris Chapman	Make copies of exercise video
<ul style="list-style-type: none"> • Brochure Review 	<p>Shelley passed out MI-MORT brochures for review. New pictures, new logos for MDHHS, BETP and MI-MORT, and contact information will be added. Two brochures will be created for general and emergency audiences. Kevin suggested that a member of the MI-MORT team make a presentation at a Regional Leadership meeting. Tim Schramm is willing to present at the November 13, 2015, meeting. Shelley Norris Chapman will check with Linda Scott to confirm. Members are to review pictures from the</p>	Shelley Norris Chapman	<p>Add video to website</p> <p>Confirm with Linda Scott to have Tim Schramm present at November 13, 2015 Regional Leadership meeting</p>

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<ul style="list-style-type: none"> Ebola EVD Special Pathogen Update 	<p>exercise from the website, and selected images for brochures, marketing pieces, and display boards.</p> <p>The Bureau of EMS, Trauma, and Preparedness (BETP) reviewed best practices/Lessons Learned from the first death of an Ebola patient in the United States in 2014 in Dallas, TX. Ongoing questions and concerns across the country were raised on how to handle the remains of Ebola patients.</p> <p>ASPR and CDC Ebola Preparedness Funding grants were received to create specialized MI-MORT Ebola/Special Pathogen Team. The grant covers an 18-month period, and began in May of 2015. Michigan has already developed a four tier hospital structure to assist with treatment, assessment and screening of patients. These facilities will also assist the MI-MORT Ebola/Special Pathogen Team with training, monitoring, etc. MI-MORT Ebola/Special Pathogen Team will consist of 6-8 members.</p> <p>Shelley Norris Chapman asked for suggestions on how to form the team. Dr. Gary Berman recommended using the Disaster Medical Assistance Team (DMAT) model, that has HazMat training and members are trained to handle remains. Team members are required to take a medical exam to prove good health. Dutch recommended the support of MI-MORT Command Staff attendee Hilary Gentry (who has received HazMat training) be tasked with the development of the MI-MORT/Special Pathogen Team.</p>	<p>Hilary Gentry</p>	<p>Develop plan for Specialized Transport team Ebola/Special Pathogen remains</p>

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<ul style="list-style-type: none"> • Operational Plan Update Based on Final After Action Report (AAR) 	<p>After the AAR review in September, the next step will be to update the MI-MORT Operational Plan. Shelley wanted team members to review the plan prior to the October meeting, when it will be discussed in greater detail. The Fatality Management Plan may assist with the process. Patti Lyons will send Dutch Nie a revised 201-page Operational Plan, which Dutch will add to the website for viewing.</p>	<p>Patti Lyons/Dutch Nie</p>	<p>Send Dutch Nie Updated Operational Plan/add to website</p>
<ul style="list-style-type: none"> • DART Photo Cards still Missing 	<p>Tracee McIntosh is still missing photo cards from the exercise. They were in a manila envelope at the Filley warehouse. Patti Lyons and Shelley Norris Chapman will look for them and send to Tracee.</p>	<p>Shelley Norris Chapman/Patti Lyons</p>	<p>Locate DART photo cards and send to Tracee McIntosh</p>
<ul style="list-style-type: none"> • Dexis Maintenance Contract 	<p>Dr. Berman sent Shelley an email regarding the Dexis maintenance contract. Shelley will check with Barb Bidigare to ensure that the contract does not lapse.</p>	<p>Shelley Norris Chapman</p>	<p>Check on Dexis maintenance contract with Barb Bidigare</p>

Next Meetings:

September 3, 2015 – MI- Mort Command Staff Meeting at MFDA – 10:00 a.m. – 2:00 p.m.

October 8, 2015 Informational Conference Call to Members- 4:00 p.m.

October 29, 2015 MI-MORT Command Staff Meeting at MFDA – 10:00 a.m. – 2:00 p.m.