

MINUTES

MI-MORT Meeting
January 23, 2014
11:00 a.m. – 1:30 p.m.

Attendance: Gary Berman, Kevin Chau, Lou Hunt, Patti Lyons, Randy Schuman, Linda Scott and Gloria Zunker.

Absent:

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order	The meeting opened at 11:10 a.m. by Linda Scott		
Committee Updates – Linda Scott	Hilary Gentry was unable to attend today’s meeting due to a death in the family. Dutch is attending a conference; and Ruth Grant has resigned as Administrative Officer. A question was asked about the Administrative Office job description, and Gloria Zunker will look for job descriptions of MI-MORT command staff. The Administrative Officer position is an important role and deals with logistics and operations.	Hilary Gentry and Dutch Nie Gloria Zunker	Identify an Administrative Chief for MI-MORT Locate MI-MORT Job Descriptions
▪ Old Business			
○ Training and Exercises Updates	MI-MORT will be conducting several trainings exercises leading up to a full scale exercise. Below is the schedule for these trainings and exercises. <u>Budget Period 2 (July 1, 2013 – June 30, 2014)</u>	Kevin Chau Exercise Planner	Coordinate Exercise Planning Team Meetings

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	<p>DART Training -Filly Warehouse – February 2014 DPMU Functional Exercise June – June 2014</p> <p><u>Budget Period 3(July 1, 2014 – June 30, 2015)</u> VIC/MIC Workshop – July 2014</p> <p>DART Tabletop Exercise September 17 – 19, 2014 VIC/MIC Functional Exercise September 17 – 19, 2014</p> <p>MIMORT Full Scale Exercise during April – June 2015</p> <p>DART trainings may occur any time, just let OPHP staff know first.</p> <p>Linda Scott stated the need for outcome objectives of these exercises, especially with budget cuts.</p> <p>DPMU Functional Exercise-Kevin Chau will function as the exercise coordinator. Planning teams will need to be developed. For the DPMU functional exercise, it was determined that Bob Gilbert, Gloria Zunker, Kevin Chau, Hilary Gentry and William Funk will be on the exercise planning team.</p> <p>When establishing planning teams, OPHP will not provide the subject matter expert. These will have to come from MI-MORT. Three to four teams should be established for the exercises identified.</p>		

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	<p>VIC/MIC Exercise- Tim is to establish two people to head groups, and groups should include: Dental, ME's, and DNA. Dr. Frank is getting information for the identification exercise and needs the names of exercise team and planning team members.</p> <p>There will be 25-30 participants involved on the VIC side. Using an outside state and testing IP addresses has never been exercised</p> <p>The dental side needs to set up and may require 3 rooms for set up. This exercise will require a clean-up and set-up crews, simulation set up crew, and testing portion conducted in three phases.</p> <p>Linda stated OPHP could provide training. The VIC and MIC equipment will be tested prior to the September exercise. The VIC and MIC equipment training should take place in July with Kevin Chau coordinating. The VIC and MIC will share flash drive until they are networked, and this July training should establish IT volunteers familiar with system. Brooke Babcock and Larry (who lives in Lansing) will also be invited.</p> <p>Full Scale MI-MORT Exercise- Gloria Zunker has identified sites for the Full Scale exercise. She suggested the Chelsea Fairgrounds for the exercise. Housing or dinner reservations may not be necessary and still need to be sorted out.</p>		

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	<p>To do this full-scale exercise justice, the DART and MORT would require a one day set up. The middle day in will be the longest (up to 12 hours) because of shift changes during the day. DART will not do night exercise, so ways to transition personnel needs to be established. Some volunteers might not be available during the day. The middle day will also be used to set up DART in the morning, with the third day for exercise play. The hot wash will be the second day. DPMU will not work logistics the third day. Kevin Chau suggested that the 1st and 3rd day be heavy DPMU. Linda Scott suggested that the big exercise simulation be familiar, and perhaps this exercise could involve lots of theatre students from Wayne State or other universities. Linda Scott questioned whether there would be any medical examiners on the team who should be engaged and involved. Dr. Hunter is the most receptive, who is the Genesee Investigator, and perhaps the University of Michigan fellows could participate. An invitation should be sent to all county chief investigators.</p> <p>Lou Hunt asked if the exercises will contribute towards continuing education credits for the Professional Emergency Management certificates, Linda verified that these will be qualifying exercises.</p>		
<ul style="list-style-type: none"> ○ OPHP Spring MI-TESA Exercise 	<p>Linda Scott stated there will be a full scale MI-TESA exercise at Ferris State University the week of May 19, and updated the committee on logistics.</p>		

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<ul style="list-style-type: none"> ○ Upcoming OPHP Conferences/Symposiums 	<p>There will be a Symposium on Mass Fatality sponsored by Region 1 at the Kellogg Center on January 30, 2014. Gloria Zunker will forward information. A state sponsored high-level CBRNE conference will be held in Novi at the Suburban Collection Showplace on February 26, 2014. A BDLS course will precede the conference on February 25, 2014. Registration for both events is through MI-TRAIN. Region 2N will also hold a Symposium on Mass Fatality workshop in March.</p>		
<ul style="list-style-type: none"> ○ MI-MORT Position Descriptions 	<p>A discussion followed about an IT Chief position, and the question was asked if Brooke Babcock of OPHP could assist. Booke's position with OPHP may allow him to provide advice on some equipment only.</p> <p>The position of MFDA Management/Budget team chief was also discussed, with no action taken. Linda Scott asked who would be willing to serve in the roles. Gloria Zunker sent IT suggestions from the MI-Volunteer Registry to Dutch and Hilary, and asked to have the list researched to fill positions.</p> <p>Gloria Zunker's son, Kyle, may be interested in assisting with IT. The committee thought was that between Kyle, Jerry and Brook they could resolve IT conflicts. All preliminary work will consist of damage control.</p>	<p>Hilary Gentry and Dutch Nie</p>	<p>Identify an IT Chief for MI-MORT</p>
<ul style="list-style-type: none"> ○ DMORT 5 Spring Training 	<p>Gary Berman stated there will be a DMORT 5 Spring Training in Wheeling, IL May 9 – 11, with an all-day training on Saturday, and wrap up on Sunday morning.</p>		

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	For more details contact Sue Atwood, Administrative Officer, DMORT Region V – Central Region, National Disaster Medical System at cell (202) 731-3815, email: susanatwood@sbcglobal.net or susan.atwood@hhs.gov .		
<ul style="list-style-type: none"> ○ Committee Discussion 	<p>Ways to assist the committee activities would be by posting events on the website or website engagement, newsletters, communication to members, connect with the Michigan Volunteer Registry, or through the Michigan Funeral Directors Association.</p> <p>Committee members thought this was a valuable meeting and meetings will continue the 3rd Thursday of the month to not lose momentum. The State Mass Fatality Plan will be rewritten soon.</p>		
<ul style="list-style-type: none"> ○ Meeting Adjourned 	The meeting was adjourned at 1:30 p.m.		

Next Meetings:

February 20, 2014 – 10:00 a.m. – 2:00 p.m.
 March 2014 – 10:00 a.m. – 2:00 p.m.