

MINUTES

MI-MORT Conference Call Meeting Minutes

December 4, 2014

10:00 a.m. – 12:00 noon

Meeting called by Kevin Chau

Attendees: Brook Babcock, Gary Berman, Shelley Norris Chapman, Kevin Chau, Jerry Ellsworth, Todd Fenton, David Foran, Hilary Gentry, Bob Gilbert, Lou Hunt, Terrie Lockwood, Patti Lyons, Tim Schramm, Gloria Zunker

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Medical Examiner	Kevin Chau asked a question about the Wayne County Medical Examiner involvement in the exercise. Tim Schramm was not in attendance to verify. Kevin thought this would be a good opportunity to begin the simulation of the exercise, where the Medical Examiner would request support from the state. Kevin will add ME verification to his list or find a replacement.	Kevin Chau/Tim Schramm	Arrange for Medical Examiner participation.
Greg Klimetz from FEMORS Participation	Discussion opened on whether to have Greg Klimetz, from FEMORS in Florida return as a consultant for the MIC and VIC portion of the exercise. Shelley Norris Chapman stated that Dr. Scott and Linda Scott had approved his return for that purpose, but Kevin wanted input from the committee on deciding whether his return was necessary. Brook Babcock,	Kevin Chau	Contact Greg Klimetz to attend February meeting.

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	<p>OPHP, felt it would benefit the team, and Shelley Norris Chapman stated that there was already funding set aside. The consensus was to have Greg return for only the VIC and MIC portion of the exercise. DPMU activities will be supported by Bob Schank or Bubba, who were at the last exercise. Shelley Norris Chapman will need an estimate to get approval for their participation. Shelley then questioned Hilary Gentry on their fees from the last exercise, and will have Barb Bidigare, OPHP, look up costs. Shelley then questioned whether or not they were needed. Discussion continued that since Greg has been here for two trainings, Terrie Lockwood thought she could assist with training. Although Tim Schramm felt comfortable entering information, he had concerns on the matching process. Greg is currently updating the VIP, and a question was asked whether the latest version might be available by the exercise. Brook Babcock suggested that the new software should be installed at least one month prior to the exercise or if not to use the older version. Brook also felt the upgrade might require FileMaker, which will be installed within a month. Brook has the latest version of Drop Box. Gary Berman thought programing might affect dental, but not the MIC or VIC. Gary also had concerns that a one-day exercise would</p>	<p>Shelley Norris Chapman</p>	<p>Get funding totals from Barb Bidigare.</p>

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Participation Numbers	<p>not provide enough time to search and match. Tim Schramm suggested that information should be entered the day before the exercise, so that eight identifications could be processed the day before. Goal: to keep everybody busy, and not waste time. Kevin reviewed the exercise process. The first eight cases will begin on Tuesday, with an Operational Period on the second day where matching will begin in the morning. Kevin thought that having Greg there would be an advantage, and he will ask Greg to attend a meeting via conference call in February to assist with planning.</p> <p>Shelley Norris Chapman asked each group to summarize the attendance for the two and one half days of exercise activities.</p> <ul style="list-style-type: none"> • First day is DPMU and DART set-up, with operational period briefing in the afternoon. • Remains Management – responsibility Dutch. Hilary Gentry responded in Dutch’s absence, they will need 12 people, who have not yet been identified. • Dutch Nie is to identify funeral homes for the transportation of remains from DART to the Morgue. • DPMU – Will have a large group, but no 	All Committees	Provide Shelley Norris Chapman participant numbers by December 31, 2014.

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	<p>numbers have been established.</p> <ul style="list-style-type: none"> • DART – Lou Hunt has a confirmed 25, but the list will grow. • Dental - Gary Berman projects number may be last minute, but should be in the 60-80 range. • Hilary stated there are many positions to be filled. She suggested invitations be sent to everyone since volunteers may be pulled to other areas. • Tim Schramm stated they do not have pre-determined positions established, but will need IT support and data entry. • Tim stated that many tasks may be unassigned, such as remains escorts. • Kevin stated a key piece for the exercise is participant numbers, which create logistics for hotel accommodations and meal planning. • Tim Schramm stated that currently the only information on the website is “Save the Date” information and not reservation information. • Tim Schramm has confirmed three people for his team: himself, Terri Lockwood and Mark Ebley. There are thirty members on their list, so he is hoping for an additional 15. 		

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Participation Requirements and Registration Deadline	<p>Registration and participant confirmation is very critical and commitment numbers are needed by the end of December for a variety of reasons, such as budget. Hilary will talk with Dutch to ensure the information is added to the website with the December 31, 2014 reservation deadline. In order to ensure that everyone is covered under the Workers Compensation Policy, names are needed by the end of December Names will also need to be verified in the Michigan Volunteer Registry (MVR). Kevin Chau will create a registration template that will include: names, home base address, completed registration with the Michigan Volunteer Registration (MVR), and completion of the necessary ICS courses.</p>	Dutch Nie	<p>Post Exercise Registration and Requirements to website. Registration deadline is December 31, 2014.</p>
Site Location	<p>Shelley Norris Chapman is working on the exercise sites for April 14-16, 2015. Since the Office of Public Health Preparedness (OPHP) activated the CHECC for the Ebola response over two months ago, Shelley needed to confirm that HPP and ASPR funds were still available in order for every component to be practiced by as many volunteers as possible. Shelley stated OPHP cannot sign a contract until participant numbers are firm, and having the exercise in Lansing was the best option since using state facilities instead of commercial facilities provides better control of</p>	Shelley Norris Chapman	<p>Confirm Site and hotel locations.</p>

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	<p>expenses. Some committee members thought that now that the Lansing area is established as the exercise site location, this information should be included in the invitation and may solidify participation attendance.</p> <p>Shelley then updated the committee on the locations of the exercise:</p> <ul style="list-style-type: none"> • DART will be at the Michigan State Police Training Site in Lansing • VIC will use either the JAR at OPHP or at the hotel in Lansing • DPMU, MIC, Morgue and perhaps the MI-MORT Command Center will be at the Filley warehouse in Lansing. All items will be removed from the warehouse, which is 5,500 square feet, not including the offices. <p>Discussion continued on the space limits for the Filley warehouse. Shelley will continue to look for additional or larger warehouses near the Filley location. Inventory lists will be typed and items will be placed strategically within the DART trailers for easy assembly, which will save time with transportation, packing and unpacking and will ensure that all pieces are in the re-supply area. Hilary questioned whether</p>		

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	<p>tents could be used for re-supplying, since she felt with everyone working at the Filley warehouse space may be limited. Hilary Gentry stated that at the last exercise not everything was set up. Shelley Norris Chapman stated that this was because the Gators were in the warehouse along with several other pieces of equipment that were not used.</p> <p>Concerns were also expressed about parking, which Shelley proposed resolutions. Shelley stated that no one will work outside unless this is part of the exercise objectives. Shelley will ensure that space is adequate, and that there is an area for overflow so that people are not on top of each other. This will be a great exercise. Gary suggested switching the Medial Examiner to Sparrow, and that Dutch Nie will now need to contact funeral directors in the Lansing area to assist with transportation.</p> <p>Kevin Chau thought that Lansing made exercise logistics easier. With the VIC at OPHP in the JAR, MIC at the Filley warehouse, Kevin thought that once the hotel is established with a block of rooms, there may be extra space provided for other components. Shelley will talk with Dutch Nie to establish a hotel, and determine a hotel cut-off date. Shelley suggested that hotel reservations be made individually.</p>	Dutch Nie	Confirm Funeral Director participation.

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Salvation Army Participation	<p>Questions or Concerns:</p> <ul style="list-style-type: none"> • Porta Johns may be needed at two locations. • The size of Filley warehouse with exercises may require a larger area. Bob questioned the number of volunteers it would take to increase the space, since he thought the Morgue operation alone might have 70 participants. • Gators and cots were not used in last exercise. • No need to re-supply which will make for more efficient and tighter packaging. • Filley is smaller than 10,000 square feet, but the exercise may only need 6,000-8,000 feet. If things are consolidated, there should be plenty of room. • Another location may be added within a few blocks of OPHP if participants exceed the space. <p>Gloria Zunker received information that the Salvation Army is interested in assisting with refreshments, but she will now have to contact the Salvation Army on the west side, since she contacted the Salvation Army in the Detroit.</p>	Gloria Zunker	Confirm Salvation Army participation.

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<p>Computer Inventory</p> <p>Badging</p> <p>Transportation</p> <p>Exercise Logistics</p>	<p>Brook Babcock, OPHP, is restocking inventory. Brook will send Julius Gajdos information on the current configuration.</p> <p>Brook also stated that the VIP badge template will also work with FileMaker software. Brook contacted the Verizon wireless representative to go over equipment, but the representative has changed, so he will meet with the new representative in December.</p> <p>Jerry Ellsworth, OPHP, stated that transportation for the exercise is an on-going issue. Jerry will make arrangements with the new sites.</p> <p>A question on transportation liability for personal vehicles was discussed. Shelley has been in contact with the policy holder on this issue, and will add riders to the policy.</p> <p>The MI-MORT Command staff will conduct a briefing the first full day of the exercise. Information will be available for distribution on Tuesday, and on Wednesday the operation will begin. Kevin Chau thought that the Morgue operations would not begin until Wednesday. Kevin suggested that all participants attend one main briefing on Tuesday, prior to the beginning of the exercise on Wednesday.</p>	<p>Brook Babcock/Julius Gajdos</p> <p>Jerry Ellsworth</p> <p>Shelley Norris Chapman</p> <p>Kevin Chau</p>	<p>Configure Exercise Computer Software/hardware</p> <p>Arrange Transportation Logistics</p> <p>Add personal transportation riders to liability policy.</p> <p>Establish Exercise Logistics/Time-lines.</p>

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<p>Exercise Objectives</p> <p>Command Staff Objective Discussion</p>	<p>Shelley suggested that conducting the briefing on Tuesday would provide justification for Tuesday night hotel accommodations for participants living outside the 60-mile radius and would allow more time for exercising and a better use of funding. A suggestion was for everybody to attend a session on Tuesday at 4:00 p.m., dinner at 6:00 p.m., and end the session around 8:00 p.m. or 9:00 p.m. This schedule will provide participants with additional opportunities to discuss objectives within their group. OPHP employees may assist with set-ups and tear downs, but won't be there for the actual exercise, unless they are assigned a part. Full set up of the DPMU may take three to four hours.</p> <p>Kevin then reviewed objectives. Additional objectives should be submitted to Kevin prior to the January 22, 2015 meeting. In January Kevin will present the first exercise plan draft, which will include timelines.</p> <p>Kevin questioned whether the Command Staff needed a specification location. Hilary Gentry stated they might, but since this component has not been exercised before they may check on other locations. Other areas to consider may include: OPHP, near the Morgue, or the Command Trailer.</p>	<p>All Teams</p>	<p>Send Exercise Objectives to Kevin Chau by January 15, 2015.</p>

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<p>MI-MORT Remains Management Discussion</p>	<p>Shelley suggested making a video to show activities of the Command Team at the Tuesday afternoon briefing. This video should include a summary of what each team would be exercising and showing how each piece linked together.</p> <p>Brook questioned whether the MERC refrigerated system would be used. Brook advised it could be a messy system. This system may be set up, but not run with fluid. The MERC system has not been used before, and may take hours to assemble. Since the MERC has its own refrigerated system, could it be set up in a ZUMRO tent? The racks could be used as backboards, and the two racks should fit in the back of a tractor trailer. The MERC system may require a one-day training session, which is located on MI-MORT.org.</p> <p>Other questions included: What is going to be practiced? Will there be a Remains Management Team? Will there be a transport piece from disaster to remains holding? Location of personnel? What's the process for admitting remains from DART? Trailer transportation; data entry; and funeral home involvement?</p>	<p>Remains Management Team</p>	<p>Review MERC training video.</p>

