

MINUTES

MI-MORT Meeting

April 17, 2014

10:00 a.m. – 2:00 p.m.

Present: Gary Berman, Shelley Norris Chapman, Kevin Chau, Todd Fenton, David Foran, Hilary Gentry, Patti Lyons, Dutch Nie, Tim Schramm, and Gloria Zunker.

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order	Shelley Norris Chapman opened up the meeting by stating she will now be facilitating the meetings, and that Gloria Zunker will also attend. The minutes of the March 20, 2014 were dispersed earlier, and Shelley asked if there were any additions or corrections. One correction will be made and once finalized will be sent out to the members. The minutes will be completed faster for future meetings, allowing members to review and submit changes prior to the following meeting.	OPHP	Make correction to minutes and send to Dutch Nie.
<ul style="list-style-type: none">New Committee Members	The first topic open for discussion was the need for additional team members. One team member needed is someone with a background as a Medical Examiner (ME) that could assist in planning and exercising. OPHP will contact the suggested names. Brian Hunter was a suggestion who had been previously contacted and could be a point person. Brian attended exercises, but will be unable to attend meetings. Another name suggested was Dr. Jensen, who could share this position with Brian Hunter.	Shelley Norris Chapman	To contact Brian Hunter and Dr. Jensen

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	<p>Another position needed is IT chair. Hilary had contacted Kyle Zunker for that position, but has not heard back from him. Gloria Zunker will ask him if he received the information. Another suggestion was Gerry Polverento, who works for Wayne County and has worked on VIC workshops. This position should be added before the VIC workshop on July 30. The IT position will be supported by Jay Timco, Brook Babcock and Kevin Chau from OPHP who will be available during a real event if staff would leave to manage the CHECC. The IT position on MI-MORT will trouble shoot and sustain activities during activation. Hilary stated Rob Vincent as another name referred by Bob Gilbert who might be available. Hilary previously contacted him. Kevin stated that once Brook Babcock demonstrates networking the two systems together, provides training and trouble shoots the systems at the July exercise, everything should be set. Hilary will send out information to potential new members inviting them to future meetings, and advise them of the VIC workshop in July.</p> <p>Shelley asked whether there were any other positions needed to solidify the committee. Dutch Nie asked that a point of contact be established for the committee to exchange information and address questions and concerns regarding Fatality Management, including PHEP and HPP deliverables, activities and functions. Shelley explained there are really two components to the OPHP office one being the HPP (Hospital Preparedness Program, or health care side) and the other the Public Health Emergency Preparedness (PHEP and</p>	<p>Hilary Gentry</p> <p>Gloria Zunker</p> <p>Dutch Nie</p> <p>Shelley Norris Chapman and Jim Koval</p>	<p>Send information to IT candidates</p> <p>Follow-up with Kyle</p> <p>Dutch will check with Bob Gilbert on Rob's status.</p> <p>New Point of Contacts for OPHP</p>

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<ul style="list-style-type: none"> • MI-MORT Marketing Plans • Inventory Lists and Diagrams 	<p>Public Health Emergency Preparedness. Both PHEP and HPP have Fatality Management in their cooperative agreements, but because of budgetary cuts for BP3 the MI-MORT team should focus more on the HPP side, which includes Emergency Preparedness Coordinators (EPC's). After further discussion, a suggestion was made to have Shelley Norris Chapman become the Point of Contact for the HPP side, and Jim Koval the Point of Contact for the PHEP side. Since Jim Koval facilitates a monthly joint meeting conference call with the EPCs, regional leadership, tribes, and public health departments, a suggestion was made to have a member of MI-MORT included on the calls.</p> <p>A suggestion from the committee was for MI-MORT to send a representative to attend the Michigan Association of Medical Examiners annual conference in October. This venue could provide networking with members, provides opportunities to update attendees on the MI-MORT mission and functions, and would facilitate a recruitment tool for obtaining new members who care about the mission of MI-MORT, which is identifying remains. Discussion continued on the need to update MEs on the MI-MORT system, particularly in smaller counties.</p> <p>Shelley updated the committee on the need for Smart Books and inventory books for each trailer to assist with "Just in Time" ordering, for training new team members, and for swapping out materials. Hilary stated there are Push Packs and inventory lists on each door of the trailers. The Disaster Portable Morgue Unit</p>	<p>MI-MORT Team members</p> <p>OPHP/MI-MORT Advisory Committee</p>	<p>Attend Michigan Association of Medical Examiners annual conference to promote MI-MORT</p> <p>Standardize inventory into Smart Books</p>

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<ul style="list-style-type: none"> • Exercises Training and Workshops <ul style="list-style-type: none"> ○ DART March exercise ○ June 11, 2014 DPMU Exercise 	<p>(DPMU) has lists which are not on the trailers, but are formatted on a spreadsheet. Hilary stated there are diagrams in each trailer containing inventory lists identified by numbers and location. Dutch stated the need to update the load packs and will do so when the trailers are repacked. Shelley wanted to view the lists to determine if a new program would need to be purchased. Sherry Wyman has the most updated version of the inventory lists, and Dutch will also locate and send to Shelley. Kevin will view the DPMU lists, and Shelley will determine from the inventory lists if items are missing or may need purchasing.</p> <p>Since no one from the DART team was present at today's meeting, Shelley needs someone to contact Lou and get a completed inventory list from the warehouse exercise in March. A replacement list or new purchase list must be submitted to Shelley by the end of BP2 or June 30, 2014. Since there was no DART inventory list available, Brook Babcock of OPHP created an inventory spreadsheet, which can be sorted by trailer. This list needs to be merged and updated with the DART inventory and larger asset inventory list. Shelley and Hilary will update, and post to the website.</p> <p>Shelley needs a participant list. She also advised the committee that she spoke to OPHP's finance person and management and on the spot purchases are doable. Purchases would need to be done through MFDA following approval from specified OPHP person during on-site training. Barb Bidigare from OPHP will identify the amount that can be used by MFDA as part of the</p>	<p>Dutch Nie</p> <p>Dutch Nie</p> <p>Shelley Norris Chapman/Hilary Gentry</p> <p>Hilary Gentry/Dutch Nie/MI-MORT Advisory Committee</p>	<p>Send Shelley trailer inventory lists</p> <p>Check with Lou on DART inventory needs</p> <p>Update inventory lists</p> <p>Provide a participant list to Shelley Norris Chapman by May 28, 2014</p>

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	<p>MI-Mort budget for this purpose. Kevin Chau then provided an update on the one-day exercise, and will provide to Hilary a set-up plan on Monday.</p> <p>Kevin Chau asked if anyone would be available to operate the x-ray machine at the June 11, 2014 exercise. Dr. Fenton discussed the previous conversations with the Michigan State University (MSU) Anthropology Department and OPHP. Dr. Fenton has concerns about the equipment being taken out without providing proper radiation safety precautions. Dr. Fenton stated he has personnel within his department who are trained to operate and maintain the radiation equipment if an MOU could be created between MSU and OPHP. Kevin asked questions about logistical transportation methods if housed outside of the DPMU. Dr. Fenton would like to view the unit next month, and will work with MSU and OPHP to establish an MOU to determine its condition. Shelley said an operations plan still needs development for the state prior to the x-ray machine being used. Dr. Fenton also added the x-ray machine needs to be certified every year. With an MOU in place, Dr. Fenton and MSU can assist OPHP with establishing and maintaining this requirement.</p> <p>A discussion followed on the computer hardware/software connected to the x-ray machine. Kevin Chau questioned whether the x-ray machine had ever been operational. Hilary stated that there are two tough book computers assigned to the x-ray machine.</p>	<p>Barb Bidigare</p> <p>Dr. Fenton</p> <p>Dr. Fenton/MSU/ MDCH OPHP</p> <p>Hilary Gentry/OPHP</p>	<p>Provide the remaining amount for the on-site purchases.</p> <p>View x-ray machine</p> <p>Work to establish and MOU</p> <p>Locate and send Dr. Fenton X-ray machine training video</p>

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<ul style="list-style-type: none"> ○ July 30, 2014 Exercise 	<p>There is a training video, which she will send to Dr. Fenton. Additional hardware/software may need to be purchased before the end of BP2 (June 30, 2014). Barb Bidigare of OPHP will get PO's ready for anticipated purchases. Brook Babcock of OPHP monitors the VIC and MIC IT equipment, but not the x-ray IT equipment. Kevin and Brook may decide to check and test the x-ray unit computer connections at the July 2014 workshop. Dr. Fenton will discuss basic safety concerns with the MI-MORT Advisory Committee hopefully prior to the June 11 exercise. Hilary stated there are protective aprons, but she was not sure if there were safety wall or shields.</p> <p>The location of the July 30 VIC exercise was discussed. Testing of the equipment could take place at either the Region 1 office in East Lansing or the Michigan Funeral Director Association (MFDA) office in Okemos. Kevin Chau will coordinate the workshop activities and confirm exercise location. The OPHP IT group to test the equipment will consist of Jay Timco, Brook Babcock and Kevin Chau. It will be extremely important to identify a MI-MORT command staffer prior to the July 30 exercise.</p>	<p>Shelley Norris Chapman</p> <p>Kevin Chau</p> <p>Dutch Nie/Hilary Gentry</p> <p>MI-MORT Advisory Committee</p>	<p>Coordinate x-ray safety inspections</p> <p>Coordinate exercise plans and confirm location.</p> <p>Provide participant list to Shelley Norris Chapman prior to July 16, 2014</p> <p>Identify a person to lead the MI-MORT section</p>

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<ul style="list-style-type: none"> ○ September 17, 2014 Exercise ○ April 15-17, 2015 Exercise (tentative) ● DNA Equipment 	<p>This exercise will take place at the Hamburg Fire Department and will include all VIC participants. Hilary will confirm the location. This will be a functional exercise. Committee members are: Tim Schramm, Kathy Wahl, Brook Babcock, Kevin Chau, and Hilary Gentry.</p> <p>Gloria Zunker is waiting for confirmation of the Chelsea Fairground location, availability and cost estimates. An alternative location was the Michigan Speedway, which has no immediate lodging accommodations. Shelley needs to determine a budget for BP3 as soon as possible, so discussion followed regarding the urgency of finalizing the location. Other site locations were: Willow Run Airport, Belleville Fairgrounds, Capital City Airport, National Guard site in Alpena, Fort Custer, and Detroit Metropolitan airport. Specific exercise dimensions include: 5,000-10,000 square foot building, running water, drains, electricity, and an open field. Dutch asked Cana Garrison of MFDA to assist the group with identifying and confirming a location. Kevin stated the dates could be flexed if necessary to finalize a site.</p> <p>Dutch and/or Hilary will provide an inventory list to David Foran to determine what DNA equipment already exists and what needs to be purchased. Purchases for DNA equipment will be used from the carry forward money, and will need to be submitted to Shelley prior by June 30, 2014 (BP2).</p>	<p>Hilary Gentry/ Dutch Nie</p> <p>Gloria Zunker</p> <p>Cana Garrison</p> <p>Dutch Nie/and or Hilary</p> <p>MI-MORT Advisory Committee</p>	<p>Provide participant list to Shelley Norris Chapman by Sept. 3, 2014</p> <p>Confirm exercise location, availability, and cost estimates</p> <p>Assist MI-MORT to identify and confirm exercise location</p> <p>Send DNA inventory list requests to David Foran</p> <p>Send Shelley Norris Chapman</p>

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<ul style="list-style-type: none"> • Michigan Voluntary Registry 	<p>Discussion began on the need for two or three members of the committee to have administrative access to the Michigan Volunteer Registry (MVR). A determination was made to provide Sherry Wyman, Dutch Nie and Hilary Gentry with administrative rights. Shelley then passed out information regarding the MVR profiles that are incomplete and need to be completed for members to remain part of the MI-MORT team. Currently 41 members out of 322 have taken the required ICS courses. Shelley stated that members with incomplete profiles would be removed along with those who have not completed ICS 100, 200, 700 and 800 courses. Completed course certificates can be forward to Shelley at OPHP. Many members are listed as general volunteers or were not linked to MI-MORT. These members will need to log-in and update profiles to identify themselves as MI-MORT members.</p>	<p>MI-MORT Advisory Committee</p>	<p>equipment needs by June 30, 2014</p> <p>Contact team members to update MRV membership profiles</p>
<ul style="list-style-type: none"> • MI-MORT Website 	<p>Shelley suggested adding the MI-MORT volunteer membership guideline criteria to the Michigan Volunteer Registry and MI-MORT website. OPHP will also send Dutch a current listing of ICS 300 and 400 class offerings which may be posted to their website.</p> <p>Dutch met with Matt (web designer) on Tuesday and they are in the process of populating fields and are very close to launching the site. Hilary Gentry, Sherry</p>	<p>MI-MORT Team</p> <p>OPHP</p> <p>MI-MORT Advisory Committee</p>	<p>Send certificates to Shelley Norris Chapman at OPHP</p> <p>Send list of ICS 300 and 400 classes to Dutch Nie for website</p> <p>Send website changes and suggestions to Dutch Nie</p>

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<ul style="list-style-type: none"> • MI-MORT Exercise Schedule 	<p>Wyman, Dutch Nie will monitor the site. There will be links for all partnerships, and they will add Facebook and Twitter linkages. Once new members are registered on the MVR they will receive an email confirmation allowing access to member only sections of the MI-MORT website. The website will contain Google maps, minutes, events, and exercises. Dutch previously had sent out the website link to the committee members to view and provide feedback while it is in the development state. Any changes or suggestions should be directed to Dutch.</p> <p>MI-MORT Three Year Exercise Schedule BP 3 July 1, 2014 – June 30, 2015 - Full Scale Exercise (April 2015)</p> <ul style="list-style-type: none"> ○ MI-MORT Program Overview Presentations ○ ICS 300 and ICS 400 courses <p>BP 4 July 1, 2015 – June 30, 2016</p> <ul style="list-style-type: none"> ○ Component Trainings (VIC, Dental, DART, Morgue Ops, X-ray) throughout year. <p>BP5 July 1, 2016 – June 30, 2017 - Full Scale Exercise</p> <p>Annual Events</p> <ul style="list-style-type: none"> • Michigan Association of Medical Examiners (MAIME) (October) • Michigan Dental Associations Forensic Dental Identification team (October) • Michigan Funeral Director Association (MFDA) – May • Wayne State University School of Mortuary Science team member recruitment 	<p>Shelley Norris Chapman</p>	<p>Add activities to the Michigan application and exercise schedule</p>

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<ul style="list-style-type: none"> • Maintenance Funding Activities 	<p>The committee held a discussion to identify assets that would require maintenance in BP3.</p> <ul style="list-style-type: none"> • DEXUS dental x-ray unit contract renewed every two years and may cost approximately \$1200.00. • Full-body x-ray machine requires maintenance every year. • MERC cooling unit unsure of maintenance needs and what the costs would be. Dutch suggested Shelley call the manufacturer for costs. • Dutch stated there may be upgrade needs for software such as Filemaker, gloves and ink cartridges. Shelley stated the regions are not replacing all supplies when expired, but are replacing them when needed. Bob will provide a Just in Time inventory list to help identify vendors. 	<p>OPHP/MI-MORT Team</p>	<p>Determine maintenance costs</p>
<ul style="list-style-type: none"> • Agenda Items 	<p>If there are agenda items that you would like to discuss at an upcoming meeting, please send an email to Shelley Norris Chapman (ChapmanS1@michigan.gov), Gloria Zunker (ZunkerG1@michigan.gov) or Patti Lyons (lyonsp2@michigan.gov).</p>	<p>MI-MORT Team</p>	<p>Send agenda items to OPHP staff</p>
<ul style="list-style-type: none"> • MI-Mort Operational Manual 	<p>Hilary passed out the MI-MORT Concept of Operations Manual for the committee to review. Provide suggestions or comments to Hilary as soon as possible. Dutch will check with Kathy Wahl in an attempt to locate the electronic copy which may require reformatting.</p>	<p>M-MORT Team Dutch Nie</p>	<p>Review MI-MORT manual and send changes to Hilary Gentry Locate electronic MI-MORT Operational Manual</p>

The next meeting will be May 29, 2014 from 10:00 a.m. – 2:00 p.m.