

MINUTES

MI-MORT Meeting

May 29, 2014
 10:00 a.m. – 2:30 p.m.

Attendance: Shelley Norris Chapman, Kevin Chau, Todd Fenton, David Foran, Bob Gilbert, Hilary Gentry, Lou Hunt, Jim Koval, Patti Lyons, Tracee McIntosh, Dutch Nie, Tim Schramm, Katrina Steinsultz, Allan Warwick, and Gloria Zunker.

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
<p>Call to Order</p> <ul style="list-style-type: none"> • Introduction of Jim Koval of OPHP • Technology Lead Position • ME Position 	<p>Shelley Norris Chapman introduced Jim Koval of OPHP to the members. Jim works on the Public Health Emergency Preparedness (PHEP) side of OPHP. Jim has been with OPHP since 2003, and has worked in state government for over 20 years. He previously was a hospital chaplain working in parish ministry. He will serve as the Local Public Health Liaison.</p> <p>Discussion began on filling the MI-MORT team technology lead position. Kevin Chau will contact Gerald Polverento regarding the position. Allen Warwick will contact Rob Vincent regarding participation in the July exercise. Jay Timco will work in the CHECC during the June 11, 2014 VIC exercise.</p> <p>Linda Scott will send a letter to the Medical Examiners (ME) Association regarding involvement on the MI-MORT committee. Hilary Gentry will draft a letter to reach out to pathologists. Dr. Fenton thought that having a ME on the board could be the key to the success of the committee. He also felt this person may be hard to get</p>	<p>Kevin Chau</p> <p>Allen Warwick</p> <p>OPHP</p>	<p>Contact Gerald Polverento regarding IT position. Contact Rob Vincent</p> <p>Send letter to various associations regarding MI-MORT.</p>

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<ul style="list-style-type: none"> <li data-bbox="191 435 632 500">• Michigan Volunteer Registry Discussion <li data-bbox="191 1024 506 1052">• MI-MORT Website <li data-bbox="191 1208 621 1273">• Michigan Funeral Director Association Annual Meeting 	<p data-bbox="705 248 1367 391">since because of the time demands of their full-time position as a ME. Shelley Norris Chapman will strategize ways to increase member attendance at meetings.</p> <p data-bbox="705 435 1440 938">The Michigan Volunteer Registry (MVR) membership list was distributed at the last meeting, and still has not been updated to change the status of some members from General membership to MI-MORT membership. Shelley Norris Chapman will ask the registry team to update their profiles. Granting administration status for Hilary Gentry, Dutch Nie, and Sherry Wyman was attempted and was successful for Hilary and Dutch, but not for Sherry Wyman. Shelley Norris Chapman stated it was not updated since they could not locate Sherry on the registry. Dutch Nie will contact Sherry to have her update her profile. Susan Puls of OPHP will draft a letter with procedures on how members can update their own profiles.</p> <p data-bbox="705 1019 1440 1157">Dutch Nie updated the committee on the progress of the MI-MORT website. It is still under construction, but will be launched soon. Google platforms will be used for the website so that spam filters are in place.</p> <p data-bbox="705 1203 1430 1450">Dutch and Hilary then updated the committee on their attendance at the Michigan Funeral Director Association annual meeting held in May. Hilary worked at the MI-MORT information booth and stated that there was a lot of interest in the group, particularly from new students who were interested in learning ways to become involved in exercises. Discussion followed regarding</p>	<p data-bbox="1470 248 1654 313">Shelley Norris Chapman</p> <p data-bbox="1470 467 1602 495">Dutch Nie</p> <p data-bbox="1470 727 1608 755">Susan Puls</p> <p data-bbox="1470 1019 1602 1047">Dutch Nie</p> <p data-bbox="1470 1203 1549 1230">OPHP</p>	<p data-bbox="1766 248 1913 423">Strategize ways to increase meeting attendance.</p> <p data-bbox="1766 467 1934 643">Contact Sherry Wyman to update MVR profile.</p> <p data-bbox="1766 727 1955 967">Draft Michigan Volunteer Registry (MVR) update procedure letter</p> <p data-bbox="1766 1019 1923 1114">Launch MI-MORT website.</p> <p data-bbox="1766 1203 1923 1406">Drop off updated MI-MORT materials to MFDA for distribution.</p>

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<ul style="list-style-type: none"> • Bar Coding System Conference Call/Discussion 	<p>the lack of involvement by members because of time constraints due to work or school. Discussion continued on the development of a rotation schedule, and a suggestion that each organization invite one member from their group to a meeting. Other ways to recruit additional members would be by sharing information, brochures, calendars, or other materials. Dutch stated that once the website is active, updates will be provided to members. A discussion then followed on the reason for the loss of almost 50% of the MI-MORT membership was due to inactivity. A suggestion was made that at district meetings there should be invitations extended to members for participation by providing information on roles, trainings, or other activities. Dutch Nie and Tim Schramm agreed to take brochures to monthly Michigan Funeral Director Association monthly meetings and quarterly district meetings. A suggestion was made to take brochures to the Dental Association meetings along with passing them out to Wayne State University mortuary science students. Dutch Nie will send Tim Schramm the MI-MORT overview through email for distribution, as well as the member application for review to Gary and Allen. Additional links such as the Michigan Dental Association, Command staff link, the MI-MORT application process, required ICS courses and information on the Michigan Volunteer Registry (MRV) will also be added to the website.</p> <p>A conference call was initiated during the meeting at 11:00 a.m. with Barry Petenbrink of All Barcode Systems regarding a portable morgue bar coding and inventory equipment system. Barry had just completed a</p>	<p>Dutch Nie</p> <p>Dutch Nie</p>	<p>Send Tim Schramm MI-MORT overview through email. Send Gary and Allen member application process materials.</p>

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	<p>project with the CDC and First Responders. The bar coding equipment can also be used to check-in and check-out equipment to individuals, and features a GPS tracking system that stores the location of the equipment at all times through a beeping system. Stickers that contain bar codes may be placed on not only the equipment but on bodies, or body parts. This software tracking system has controls and has been used by First Responders for tracking purposes during the H1NI outbreak and in searching for earthquake and Sonomi victims.</p> <p>To begin the system users must enter a unique log-in number or scan their badge ID. These devices are rugged, can endure harsh environments, are designed for disaster areas, won't create sparks, have been tested in extreme temperatures, and are specially designed to handle all types of casualty situations, are tied to mobile phone devices, are battery operated, and weigh less than one pound between the cell phone and the printer.</p> <p>Discussion continued on who would manage the IT equipment, and the importance of having the right person oversee the entire project. Multiple teams sharing this equipment would be difficult. Barry stated that there are a couple of ways to automate the process by setting up batches, establishing locations where body parts were found (for instance off left wing of plane), begin scanning, and then merge the data bases together. The discussion continued on databases and what databases are universally accepted and can be shared. Other attributes of the system include: thousands of pieces are preloaded to the scanner out in the field, teams are</p>		

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	<p>identified by numbers, the system contains millions of bar codes, and the stickers are secured with permanent adhesive that will not fall off under any circumstances.</p> <p>Dr. Fenton questioned the completion of current X axis Y axis location methods in the field. Lou Hunt stated that currently they track the remains using an X and Y axis laid out on a paper grid, which is then digitized and loaded into the scanner. Scanners are very powerful and can create grids to locate the GPS via satellite. Lou stated that currently teams pre-record the records within inches of the GPS location. Dr. Fenton stressed the importance of the utility in assisting with the DNA processing, and the process of getting the victims remains back to family members as soon as possible. Barry wanted samples of the current process sent to him so that he could automate the system and save development time. Barry will be unable to provide a quote until after the process has been determined. He will provide costs for the scanners and printers. Kevin Chau then asked questions about licensing costs.</p> <p>Discussion then continued among committee members regarding the bar coding system previous discussed. Dutch Nie stated that currently File Maker is used for inventory. This program interfaces with the Access database and has current information and controls. Discussion continued on automating another system, which would be a very large undertaking. Lou stressed the importance of an IT person out in the field, and that the GPS piece may be unreliable.</p>		

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	<p>Shelley Norris Chapman stated that OPHP already have a Patient Tracking System in place with bar coding applications. She stated Kevin Chau is the Subject Matter Expert (SME) for OPHP's Patient Tracking equipment. She also provided some information about other systems used by regions in the past. Shelley stated Region 6 has used a UPS-type system for tracking and that the Region 6 Assistant Coordinator, Cameron Taylor, was very familiar with that process and could be invited to future meetings to discuss equipment. Shelley suggested reaching out to other regions for advice on other tracking systems if necessary. As the SME, Kevin Chau then asked questions regarding the point of tracking and whether it was in the field, hospital or morgue.</p> <p>Whatever system is implemented, there will need to be an IT lead and everyone will need to learn the system. Kevin Chau asked whether this was a priority, and suggested establishing a work group with subject matter experts to create a blue print of what would be necessary to meet the needs of the team. Allan Warwick volunteered to chair the workgroup.</p> <p>Dr. Fenton stated that the identification and return of remains to family members is extremely important. Kevin Chau stated that OPHP already has a tracking system that could be modified to meet the needs of MI-MORT. Kevin Chau could be the point of contact to assist with identifying fields to create a module with the current system, and Jay Timco computer programmer for OPHP can customize reports by utilizing the current MI-MORT form requirements. Kevin Chau stated that to</p>	<p>Allan Warwick</p> <p>Kevin Chau</p>	<p>Establish Tracking System Workgroup.</p> <p>Assist in identifying Module Fields and Columns using existing software.</p>

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<ul style="list-style-type: none"> Telerad X-Ray Unit 	<p>customize a new system (as presented by vendor Barry of All Barcode systems) would be expensive because of the development, implementation, and training. OPHP will have to approve any process, but Kevin believes MI-MORT can achieve the same results with the system OPHP already has.</p> <p>Discussion continued that the Spring Exercise could be a discovery exercise and test to see what process makes sense. Kevin Chau will test WebEOC and Patient Tracking. Allen will get notes together prior to the meeting. Kevin Chau will demonstrate the current processes at the next meeting, and suggested that recruiting an IT person for MI-MORT be a priority. Brook Babcock and Kevin Chau will manage the July exercise and provide IT training to volunteers, but the need to acquire a MI-MORT IT chief should be a high priority.</p> <p>Shelley Norris Chapman said the portable x-ray unit has been transferred to Dr. Fenton's office at Michigan State University (MSU) for set-up and testing. MSU is checking on the safety of the machine. Dr. Fenton said the machine should be registered and checked by their department every five years. MSU will communicate with Shelley Norris Chapman and Linda Scott regarding the process, and the registration of the machine will remain with OPHP. MSU will take the lead in badging personnel at exercises and providing instructions. Katrina Steinsultz will use the machine at the exercise and she stated that for safety purposes the machine needs to be at least six feet away within a shielded area.</p>	<p>Kevin Chau</p> <p>Brook Babcock/Kevin Chau</p> <p>Michigan State University/Dr. Fenton</p>	<p>WebEOC and Patient Tracking. Demonstrate current process at next meeting.</p> <p>Manage July Exercise</p> <p>Discuss x-ray machine registration with OPHP.</p> <p>Take lead on Badging Personal for exercises.</p>

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<ul style="list-style-type: none"> • March 2014 DART Exercise Update • ICS Courses 	<p>Annual cost for registration ranges between \$100-\$150, and the registration should be hung in the room. The state will pay for the registration fee, which will be invoiced to MFDA. Discussion followed regarding the age of the tough books (9 years old) and their Windows XP application, their small hard drive storage, and how the computers will communicate during a full scale exercise. Shelley questioned new software costs, which should be added to carry forward funds prior to the June 30, 2014 deadline. These computers are not wireless, so a test should be made as soon as possible to determine replacement costs. Shelley Norris Chapman will look into updates and provide information to Kevin Chau, Barb Bidigare, and Brook Babcock of OPHP before June 30, 2014.</p>	<p>OPHP</p> <p>Shelley Norris Chapman</p>	<p>Pay x-ray machine registration costs.</p> <p>Review x-ray machine software with Kevin Chau, Barb Bidigare, and Brook Babcock.</p>
	<p>The 2010 training video produced by OPHP employees Kerry Chamberlain Craig Henry has not been found. Jim Koval of OPHP will keep looking.</p>	<p>Jim Koval</p>	<p>Locate x-ray training video.</p>
	<p>Shelley Norris Chapman advised Lou Hunt that whatever additional inventory DART may need following the March Inventory Exercise, will need to be submitted to her by June 30, 2014. Lou advised Shelley that DART unpacked, inventoried, and repacked items in March and will supply a list of the additional items. DART plans to exercise the Zumero tent at the September 2014 exercise, test transportation, run through their paperwork, set up staging area, practice check-in and check-out methods and logistics along with conducting a remote tabletop exercise.</p>	<p>Lou Hunt</p>	<p>Submit materials list to Shelley Norris Chapman by June 30, 2014.</p>
	<p>Shelley Norris Chapman advised the committee of</p>	<p>Shelley Norris</p>	<p>Submit list of</p>

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<ul style="list-style-type: none"> <li data-bbox="191 690 653 722">• June 11, 2014 DPMU Exercise <li data-bbox="191 1386 611 1419">• July 30, 2014 VIC Exercise 	<p data-bbox="705 248 1442 573">upcoming ICS 300 and ICS 400 courses hosted by Region 2S at Wayne County Community College. ICS 300 will be offered on June 2 and 3, and ICS 400 on June 4 and 5. Registration is through MI-TRAIN. Shelley will forward information to Dutch to post to their website on May 30, 2014. Shelley will also create a spreadsheet for Hilary and Dutch of the ICS certification attendance, as well as send Dutch instructions on how to register through MI-TRAIN.</p> <p data-bbox="705 690 1442 1339">The June 11, 2014, Disaster Portable Morgue Unit (DPMU) exercise will be held from 8:00 a.m. – 5:00 p.m. at the OPHP warehouse. Exercise participants are to meet at the OPHP location between 7:00 - 7:30 a.m. to travel to the warehouse. The exercise committee consists of: Kevin Chau, Bob Gilbert, Bill and Hilary Gentry. Those who live more than two and a half hours away may want to get approval for overnight accommodations. Hilary Gentry will send out an email reminder prior to the event. Kevin will be the controller, Hilary and Shelley will act as Exercise Evaluators, and Hilary will also act as the Safety Officer. The Hot Wash will take place immediately following the exercise and will begin to establish the After Action Report (AAR), which will be written following the event. There are two components to this exercise: #1 MI-MORT DPMU set up and demobilization; #2 Set up DPMU equipment to gain experience.</p> <p data-bbox="705 1386 1442 1446">The VIC/MIC exercise will be held on Wednesday, July 30, 2014. Exercise committee members are: Brook</p>	<p data-bbox="1470 248 1598 280">Chapman</p> <p data-bbox="1470 396 1656 461">Shelley Norris Chapman</p> <p data-bbox="1470 690 1667 722">Allen Warwich</p> <p data-bbox="1470 870 1648 902">Hilary Gentry</p> <p data-bbox="1470 1386 1673 1419">Brook Babcock</p>	<p data-bbox="1766 248 1955 354">ISC courses to Dutch Nie by May 30, 2014.</p> <p data-bbox="1766 396 1948 643">Create spreadsheet of ICS certifications and send registrations instructions to Dutch</p> <p data-bbox="1766 690 1948 755">Provide list of participants.</p> <p data-bbox="1766 870 1923 976">Send email reminder to participants.</p> <p data-bbox="1766 1386 1948 1451">Trouble shoot systems.</p>

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<ul style="list-style-type: none"> • September 17, 2014 Functional Exercise • April 14-16, 2015 Full Scale Exercise • Operational Manual • Submit Expenses to Dutch Nie by June 30, 2014 • Next Meeting 	<p>Babcock, Kathy Wahl, Hilary Gentry, and Jerry Ellsworth and will take at the Region 1 office in East Lansing. This exercise will test the VIC and MIC morgue systems. Brook Babcock will trouble shoot the system.</p> <p>On September 17, 2014 a Functional Exercise will be conducted with the VIC/MIC and DART at the Hamburg Fire Department. Exercise MIC committee members are: Hilary Gentry, Lou Hunt, and Kevin Chau.</p> <p>Shelley Norris Chapman is working with the State of Michigan to identify a venue for this exercise. The Fort Custer facility may require additional clearance to get on base, which may cause problems for those not registered and for potential media coverage. Other venues to consider include the old Novi Expo center, Gibraltar Trade Center, or the Taylor Sports arena. Requirements needed for the facility include: DART needs a 300 yard x 100 yard area and the x-ray machine requires air conditioning. Shelley Norris Chapman will continue looking for venues.</p> <p>Operational Manual is currently being updated.</p> <p>Dutch Nie reminded everyone to submit expenses to him prior to the June 30, 2014 deadline.</p> <p>Next Meeting will be July 24 at 10:00 a.m. There will be no June meeting.</p>	<p>Shelley Norris Chapman</p> <p>Dutch Nie</p>	<p>Locate exercise site.</p> <p>Submit expenses to Dutch Nie by June 30, 2014.</p>