

# MINUTES

## MI-MORT Meeting

**Date:** November 17, 2016

**Time:** 10:00 a.m. – 1:30 p.m.

Meeting called by Shelley Norris Chapman (BETP)

**Attendees:** Brook Babcock, Dr. Gary Berman, Shelley Norris Chapman, Kevin Chau, Matt Cook, Jerry Ellsworth, Dr. David Foran, Terrie Lockwood, Patti Lyons, Mark Morrissey, Brian Murphy, Susan Puls, Tim Schramm, Roger Simpson, Ryan Wilkinson

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
<b>Call to Order</b> <ul style="list-style-type: none"><li><b>Staff Introductions</b></li></ul>	<p>The following introduction of BETP staff was made to the MI-MORT Command Staff:</p> <ul style="list-style-type: none"><li>Mark Morrissey, new Healthcare Preparedness Program Section Manager with the Bureau of EMS, Trauma, and Preparedness</li><li>Susan Puls, Michigan Volunteer Registry (MVR) Technician with the Bureau of EMS, Trauma and Preparedness</li></ul> <p>A question on whether there was a state Organization Chart available to share with members of the MI-MORT Command Staff so they can get a better understanding of the state branches. Shelley Norris Chapman will send out a State Organization Chart to the Command Staff.</p>	Shelley Norris Chapman	Send MI-MORT Command Staff copy of state Organizational Chart

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<ul style="list-style-type: none"> <li>• <b>September 22, 2016 Meeting Minutes</b></li> </ul>	<p>Shelley asked that if there were any changes to be made to the September 22, 2016, meeting minutes to please send changes to Patti Lyons at <a href="mailto:lyonsp2@michigan.gov">lyonsp2@michigan.gov</a>.</p>	All	<p>Send corrections to the September 22, 2016, minutes to Patti Lyons at <a href="mailto:lyonsp2@michigan.gov">lyonsp2@michigan.gov</a></p>
<ul style="list-style-type: none"> <li>▪ <b>MI-MORT Operations Manual</b></li> </ul>	<p>Patti Lyons updated the MI-MORT Operational Manual changes were made based on suggestions made by section chiefs. Updated copies of the manual were provided to members during the meeting. The BETP staff will review the manual and make changes. Some format changes may include separating sections in order to make them independent of each other in order to create “Just in Time” training sections. Dr. Berman will review the updated section from the dental team since there were discrepancies in page numbers.</p> <p>Roger Simpson is working on creating a new Remains Management section. Discussion on how to create this section continued. Roger wanted to use parts of the FEMORS document to create the Remains Management section. Roger did reach out to the Ohio team for a copy of their Remains Management section, but their procedures would do not apply to the MI team. During the meeting, the IT team tried to locate the FEMORS plan on line. Roger then reviewed a copy of the DMORT manual, and questioned if</p>	<p>All</p> <p>Roger Simpson</p> <p>IT Team</p>	<p>Review updated MI-MORT Operations Manual. Send corrections to Patti Lyons at <a href="mailto:lyonsp2@michigan.gov">lyonsp2@michigan.gov</a></p> <p>Create Remains Management section</p> <p>Send Roger Simpson copy of FEMORS Operating Manual</p>

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	<p>the DMORT Remains Management section could be merged with the updated MI-MORT Operations Manual. Roger also asked whether the pathology department reviews the remains first. If so, this is not the way the current MI-MORT manual is drafted. Roger also questioned procedures for handling hazardous materials. Roger said that during Hurricane Katrina, the HAZMAT teams decontaminated everything prior to transport. Tim Schramm suggested adopting Katrina procedures, and adding examples to the manual. Currently there are two MI-MORT X-ray machines in state inventory, with an additional machine in MI-TESA inventory, if needed. Tim Schramm suggested the remains transfer processes may vary depending on the incident.</p> <p>Roger will continue drafting the Remains Management section. A question on whether there should be an additional conference call established to further discuss the manual since there will not be a Command Staff meeting until February 2017.</p> <p>Additional questions asked were whether incidents should be included in the MI-MORT Operations Manual or should there be further discussions with the DART team members, Tracee McIntosh and Lou Hunt, who were not in attendance today about their section. Roger will continue to do research, and once he develops a Remains Management section draft, it will be added to the document for discussion at a future meeting. Roger needs team leaders for trailer management and admissions. He intends to recruit</p>	<p>All</p> <p>Shelley Norris Chapman</p>	<p>Assist in development of Remains Management section</p> <p>Once MI-MORT manual is reviewed, send to Command Staff members to review. Add discussion to February 2017 agenda.</p>

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	<p>members who have had previous experience in these areas. A question on whether the MI-MORT Operations Manual will be posted to the website was asked. Once finalized, the manual will be posted to allow other states to have access. A new IT section was also added, and Marcus Neuhoff and Brook Babcock will review that section. The complete updated document should be ready to review by the first of the year. Another suggestion was to add was an acronyms list to the manual. An acronym list may be found in the 2015 Full Scale Exercise After Action Report (AAR).</p>	Patti Lyons	Add acronym list to manual
<ul style="list-style-type: none"> <li>▪ <b>MIC/VIC Training – January 19, 2016</b></li> </ul>	<p>Kevin Chau began the discussion on the MIC/VIC training that will take place on January 19, 2017. Kevin questioned how to identify participants for the exercise, how to invite participants, and who will be leading the training. Brook Babcock has updated program information and will investigate whether there is case documentation from FEMORS in the VIP program. If cases are not available from FEMORS, the BETP staff will create cases and provide training using the updated program. The IT team will consist of: Brook Babcock, Matt Cook, Kevin Chau, and Jay Timko.</p> <p>Training will consist of: ante mortem, post mortem in VIP, and how to link the two pieces. There will be family interviews. The time of the training will be 10:00 a.m. – 4:00 p.m. Training will be held at the Region 1 Healthcare Coalition office in Okemos, MI. Invitations will be sent through the Michigan Volunteer Registry (MVR). Shelley Norris Chapman will draft invitations. RSVPs are needed.</p>	<p>Brook Babcock/Kevin Chau</p> <p>Brook Babcock, Matt Cook, Kevin Chau, Jay Timko</p> <p>Shelley Norris Chapman</p>	<p>See if VIP system had updates and add cases if necessary</p> <p>Assist with VIP training</p> <p>Send VIC/MIC invitation through MVR</p>



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	Schramm and Dutch Nie to add to the Social Media pages.	Matt Cook	Update websites and provide information to Tim and Dutch Nie for Social Media pages
<ul style="list-style-type: none"> <li>▪ <b>MI-Volunteer Registry Update – Susan Puls</b></li> </ul>	<p>Susan Puls, BETP, reviewed the approval requirements for the Michigan Volunteer Registry (MVR). Hilary Gentry and Ruth Grant are listed as administrators in MVR for MI-MORT. Susan will review MI-MORT registrants for their status on ICS courses. Dr. Berman suggested not removing those that don't list ICS courses, but to let the team know which members have not added their certifications. Susan can add ICS certificates, and will provide an update on participants who have not completed profiles. A discussion on cross reference updates was held. Dr. Berman and Susan Puls will work together to identify teams. Susan provided a list of MI-MORT members based on occupation, and will share the list of members who posted courses. Susan will also create groups, such as DART, VIC/MIC within MVR and share lists at the next meeting.</p> <p>Matt Cook, BETP, suggested quarterly messages through the MVR was through emails, and contacts such as: "Are you still a part of the MI-MORT team" to verify participants still want to be involved. The MVR has response options. Matt Cook and Susan Puls will work together to create a sample,</p>	<p>Susan Puls</p> <p>Matt Cook/Susan Puls</p>	<p>Update MI-MORT participants, add ICS certificates, and create groups within MVR</p> <p>Create and send quarterly messages through MVR, adding</p>

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	share information and test. Terri Lockwood asked whether response time could be built into the message. Matt will work with the responses in order to engage the membership.		response time
<ul style="list-style-type: none"> <li>▪ <b>DMORT Exercise – May 5-7, 2017</b></li> </ul>	<p>DMORT and MI-MORT have been offered a training opportunity on May 5-7, 2017. Western MI University Homer Stryker, M.D. School of Medicine in Kalamazoo will host a fatality management training. Shelley Norris Chapman updated there may be funding available for the exercise. Since the DMORT is downsizing their team by two-thirds, MI-MORT may be asked to support the exercise with supplies and additional team members. Dr. Berman updated that Dr. deJong has offered the WMU facility for the training. Specimens will be used for morgue operations. The participant limit is 95. If the DMORT team does not reach the capacity number, it will open the exercise to additional MI-MORT team members. No DMORT funding is available. If the MI-MORT equipment or personnel is used, funding will come out of the MI-MORT budget.</p> <p>Dr. Berman read a request from the DMORT team, which summarized the MI-MORT invitation to the exercise. Shelley Norris Chapman will contact Harold Risk, their training officer, to discuss participation. DMORT has not conducted a federally funded exercise or training session for eleven years. DEPR staff will schedule a conference call with Harold Risk and available MI-MORT Command staff.</p>	Shelley Norris Chapman	Discuss DMORT exercise with Harold Risk and update MI-MORT Command staff on status

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<ul style="list-style-type: none"> <li>▪ <b>Luncheon Presentation – VIP PowerPoint</b></li> </ul>	<p>Brook Babcock provided a video on the updated VIP system during lunch and shared the updated PowerPoint presentation.</p>	<p>Brook Babcock</p>	<p>Provided VIP presentation during lunch</p>
<ul style="list-style-type: none"> <li>▪ <b>MI-MORT Brochure/Website Promotion</b></li> </ul>	<p>A discussion was held on the use of the MI-MORT brochure and whether it should be updated and used for outreach. It was decided to use the website for outreach, and to refer those wishing to be involved to the MI-MORT website and social media sites in order to promote the team. No updated brochure may be needed at this time.</p>	<p>All</p>	<p>No updated brochure needed. Promote team through websites</p>
<ul style="list-style-type: none"> <li>▪ <b>Emergency Management Homeland Security Division (EMHSD) Grant</b></li> </ul>	<p>Back in August of 2016, BETP applied for an Emergency Management Homeland Security Division (EMHSD) grant for \$25,000 to assist MI-MORT with building the capability of DPMU MERC system. On October 13, 2016, the proposal was approved. Final approval is still required by the EMHSD Planning board. The \$25,000 grant was to be used to purchase cooling vests, a lift to raise remains to the higher shelves, updated wheels, repairs for a bent coil (\$500), and additional training. Only one lift will be purchased and stored within one of the two trailers. The trailer with the lift will be clearly marked. Other funds may be used to restock Push Packs trailer batteries and tires. Updating Push Pack trailers will be worked out within the regions. Shelley will provide an update on the progress at a future meeting.</p>	<p>Shelley Norris Chapman</p>	<p>Follow-up on EMHSD grant and make MERC and Push Pack trailer purchases</p>
<ul style="list-style-type: none"> <li>▪ <b>Ebola/Special Pathogen (EVD) Discussion</b></li> </ul>	<p>During the last meeting, there was a discussion on the MI-MORT Ebola/Special Pathogen (EVD) team. It was determined to use a plan already developed by the SPRN (Special Pathogen Response Network) team with hospitals</p>	<p>SPRN Team members</p>	<p>Contact crematories, conduct site visits, and</p>



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	<p>and transport teams. The SPRN team will contact crematories and do site visits. Their first step is to research and become familiar with remains disposal requirements and contact crematories. Tim Schramm updated that crematories or specialized transport teams cannot transport remains without a licensed funeral director authorization.</p> <p>Once the plan is finalized, the SPRN team will assist in a half day symposium, in late spring, to roll out the EVD transport remains plan. Funeral homes and public health agencies will be invited to attend the symposium. Additional meetings may be necessary in order to finalize the plan. The SPRN symposium will be separate from the larger all agency symposium planned for 2018.</p> <p>The SPRN team will attend a future meeting to discuss the status of the Remains Management planning.</p>	<p>SPRN Team</p> <p>Shelley Norris Chapman</p>	<p>become familiar with remains disposal requirements</p> <p>Develop ½ day symposium to roll out the EVD Remains Management Plan.</p> <p>Invite SPRN team to a future meeting to discuss the Remains Management Plans</p>
<ul style="list-style-type: none"> <li>▪ <b>Future Meetings</b></li> </ul>	<ul style="list-style-type: none"> <li>• No December meeting.</li> <li>• No meeting in January, due to the January 19, 2017, VIC/MIC training.</li> <li>• February 23, 2017, will be the next command staff meeting. Two MI-Command Staff members requested moving MI-MORT Command Staff meetings from the</li> </ul>		

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	<p>third Thursday to the fourth Thursday. MI-MORT Command Staff meetings will be changed to the fourth Thursday of the month.</p> <ul style="list-style-type: none"> <li>Meeting dates will be posted on the MI-MORT website.</li> </ul>	Matt Cook	Post meeting dates on the MI-MORT website.
<ul style="list-style-type: none"> <li><b>MI-MORT Reimbursement Template</b></li> </ul>	<p>Patti Lyons updated the MI-MORT expense reimbursement template and will send an updated copy to Tim Schramm. All expense reimbursement forms must be received within 30 days following the activity for which reimbursement is being requested.</p>	Patti Lyons	Send Tim Schramm updated reimbursement form
<ul style="list-style-type: none"> <li><b>2017/2017 Exercise Schedule</b></li> </ul>	<p>Exercise planning begins in February 2017, for events that will take place between July 1, 2017-June 30, 2018.</p> <ul style="list-style-type: none"> <li>A DART exercise will take place in May 2017.</li> </ul>	All	Discuss 2017/2018 exercise schedule during February 23, 2017 meeting