

# MINUTES

## MI-MORT Meeting

**Date: August 24, 2017**

**Time: 10:00 a.m. - 2:00 p.m.**

Meeting called by Kevin Chau, BETP

**Attendees:** Attendance: Brook Babcock, Dr. Gary Berman, Kevin Chau, Jerry Ellsworth, Lou Hunt, Amy Kleeman, Patti Lyons, Tracee McIntosh, Brian Murphy, Amber Pitts, Susan Puls, Tim Schramm, Roger Simpson, Allan Warnick

| TOPIC                                                                                                                        | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | RESPONSIBILITY | ACTION                                                                                         |
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| <b>Call to Order</b> <ul style="list-style-type: none"> <li><b>Michigan Funeral Directors Association Journal</b></li> </ul> | <ul style="list-style-type: none"> <li>Amy Kleeman MFDA provided an update on the next issue of the Michigan Funeral Directors Association Journal, which will be distributed the fall of 2017.</li> <li>This magazine goes out to 1500 members and 500 funeral homes</li> <li>The theme for the next issue will feature articles on the “Mass Fatality Response”.</li> <li>Amy Kleeman asked for electronic articles to be sent to her at <a href="mailto:akleeman@mfd.org">akleeman@mfd.org</a>.</li> <li>Tim Schramm will contact Harold Risk to do article.               <ul style="list-style-type: none"> <li>Harold Risk’s email addresses are: <a href="mailto:Harold.risk@yahoo.com">Harold.risk@yahoo.com</a> or <a href="mailto:hfrist@stcloutstate.edu">hfrist@stcloutstate.edu</a>.</li> </ul> </li> <li>Amy said the deadline to have articles to her is September 18, 2017.</li> <li>Dr. Gary Berman will also provide an article.</li> </ul> | Command Staff  | Send electronic Mass Fatality articles to Amy Kleeman @akleeman@mfd.org by September 18, 2017. |
| <ul style="list-style-type: none"> <li><b>Introduction of New Members</b></li> </ul>                                         | <ul style="list-style-type: none"> <li>Amber Pitts, Bureau of EMS, Trauma, and Preparedness,</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |                                                                                                |

| TOPIC                                                                                   | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | RESPONSIBILITY       | ACTION |
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|                                                                                         | <p>attended her first meeting and was introduced as the Healthcare Preparedness Analyst and acting HPP Section Manager, replacing HPP manager Mark Morrissey. Amber has been with the bureau for 15 years, and works with several projects including MEDDRUN, the CMS Final Rule Regulations, and Long Term Care (LTC).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |        |
| <ul style="list-style-type: none"> <li>▪ <b>MI Volunteer Registry Update</b></li> </ul> | <ul style="list-style-type: none"> <li>• Susan Puls distributed a sheet outlining her progress with the MI Volunteer Registry and incomplete profile updates.</li> <li>• Currently there are 164 MI-MORT members with both 100% complete profiles and all four required FEMA course certificates posted</li> <li>• The registry decommissioned 86 volunteers from the MI-MORT team.</li> <li>• Susan also distributed a list of 118 volunteers that may be decommissioned due to incomplete certificates. <ul style="list-style-type: none"> <li>○ Susan requested attendees determine by highlight names on the list who should remain or who should be removed.</li> </ul> </li> <li>• Currently there are 295 in MI Volunteer Registry listed on the MI-MORT team.</li> <li>• Following Susan’s notifications to volunteers about incomplete profiles and incomplete certificates, 12 volunteers requested to be removed and 16 requested closing accounts.</li> <li>• Susan cross referenced names on the MI Volunteer Registry roster with the names on the MI-MORT website roster.</li> </ul> | <p>Informational</p> |        |

| TOPIC | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RESPONSIBILITY                                                             | ACTION                                                                                                                                                                         |
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|       | <ul style="list-style-type: none"> <li>○ This cross referenced process resulted in an additional 25 active volunteers, 13 inactive volunteers, and 14 closed accounts.</li> <li>○ There were 77 names from the MI-MORT website roster who were not in the MI Volunteer Registry.</li> <li>● Susan will contact all names with questionable statuses.</li> <li>● Lou Hunt will bring a list of DART team members to a future meeting to have names added to the MI Volunteer Registry.</li> <li>● The goal of the MI Volunteer Registry is to have 100% profile completion and certificates.</li> <li>● Dr. Gary Berman will send Susan Puls the dental registry.</li> <li>● Four MI-MORT volunteers are now in the closed category due to not passing background checks.</li> <li>● Susan reviewed the registry background check process.</li> <li>● Tim Schramm updated the process for new members registering through the MI-MORT website.</li> <li>● Tim stated that new members visiting the MI-MORT website will be re-directed to the MI Volunteer Registry and will only be allowed to join through the MVR site.</li> <li>● Susan is categorizing groups by teams and can add or delete members.</li> <li>● Once everything is updated, Susan will send updated lists to Command Staff Chiefs.</li> <li>● Chiefs can contact Susan Puls at <a href="mailto:PulsS@michigan.gov">PulsS@michigan.gov</a> to make changes.</li> </ul> | <p>Susan Puls</p> <p>Dr. Berman</p> <p>Susan Puls</p> <p>Command Staff</p> | <p>Contact MI-MORT members in question</p> <p>Send Susan Puls dental registry names</p> <p>Finalize MI-MORT members by teams in MVR</p> <p>Contact Susan Puls with changes</p> |



| TOPIC                                                                                                                | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | RESPONSIBILITY                    | ACTION                                                                                                           |
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|                                                                                                                      | <ul style="list-style-type: none"> <li>• Since DART has its own logo, Tracee McIntosh asked if the team should change this logo to the MI-MORT logo.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                   |                                                                                                                  |
| <ul style="list-style-type: none"> <li>▪ <b>Dental Conference</b></li> </ul>                                         | <ul style="list-style-type: none"> <li>• The Dental Conference will be held on October 25, 2017, from 8:30 a.m. – 4:00 p.m. at the Kellogg Center in East Lansing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Dental Members                    | Attend Dental Conference October 25, 2017                                                                        |
| <ul style="list-style-type: none"> <li>▪ <b>2015 Full Scale Exercise After Action Report (AAR) Review</b></li> </ul> | <ul style="list-style-type: none"> <li>• A Full Scale Exercise is planned for May 2018.</li> <li>• Kevin Chau held a preliminary discussion on the 2018 Full Scale exercise and requested all review the corrective action items and implementation plan for their sections from the 2015 Full Scale exercise AAR, which was distributed.</li> <li>• Kevin will share the AAR with chiefs electronically</li> <li>• Kevin hopes to build off the 2015 Full Scale Exercise and use this foundational document to make improvements.</li> <li>• The tentative date of May 16, 2018, was suggested for the exercise, but may be changed based on location selection.</li> <li>• Discussion on location and other logistics will continue during the September 28, 2017, Command Staff meeting with Shelley Norris Chapman.</li> <li>• Kevin then reviewed venue criteria, and stated currently there are three venues under consideration: <ul style="list-style-type: none"> <li>○ Western MI University Homer Stryker, M.D. School of Medicine</li> <li>○ Michigan State University Pavilion</li> </ul> </li> </ul> | Kevin Chau/Shelley Norris Chapman | Finalize 2018 Full Scale exercise location and dates and discuss during September 28, 2017 Command Staff meeting |



| TOPIC | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | RESPONSIBILITY | ACTION                                                                    |
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|       | <ul style="list-style-type: none"> <li>• Kevin Chau said details will be determined once we get closer to the exercise.</li> <li>• A request was made to have working radios, since there were communications issues during the 2015 Full Scale Exercise because the exercise was held in metal buildings.</li> <li>• Brook Babcock suggested using an alternate communication channel.</li> <li>• VIC may need additional computer monitors.</li> <li>• Brook provided an update on deconning computers from theatrical blood, but wasn't sure if it would wash away. <ul style="list-style-type: none"> <li>○ Dr. Berman said the decon process has never been practiced before since morgues remain in tack until the next body.</li> <li>○ FEMORS may have decon method suggestions.</li> <li>○ Brook suggested sealing computers in sealed containers, such as computer condoms.</li> <li>○ Kevin said practices will be exercised, and will be addressed during the full scale.</li> </ul> </li> <li>• There were handwriting issues during the 2015 Full Scale exercise that need to be addressed.</li> <li>• Kevin stated there will be one full day of an operational period and anything beyond that will need to show cost justification.</li> <li>• Forms were prefilled and pre-determined during the 2015 full scale exercise. <ul style="list-style-type: none"> <li>○ A suggestion was made to create new records,</li> </ul> </li> </ul> | Kevin Chau     | Include decon and remains management sections in 2018 Full Scale exercise |

| TOPIC                                                                                    | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | RESPONSIBILITY | ACTION                                                          |
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|                                                                                          | <p>which would be more realistic and may require a two-day exercise period, and could be more beneficial.</p> <ul style="list-style-type: none"> <li>○ Time and money constraints may be a determination in the length of the exercise.</li> <li>● Other venue suggestions were the Wayne County Airport, which has a scheduled exercise planned in the spring, and the MacMullan Center, in Roscommon, MI.</li> <li>● The 2018 Full Scale exercise will partner with Local Health Departments, who will host a family assistance center, linking MEs, VIC, and Command Center. <ul style="list-style-type: none"> <li>○ This is a requirement for the health department plans.</li> <li>○ Kevin will share health department requirement document with the group at a future meeting.</li> <li>○ The exercise will include: <ul style="list-style-type: none"> <li>▪ How to prepare state resources</li> <li>▪ Will include vulnerable populations and criteria as it relates to the scenario</li> <li>▪ Include ME activities.</li> </ul> </li> </ul> </li> <li>● Kevin will review the situation and apply necessary criteria to the exercise.</li> </ul> | Kevin Chau     | Share health department requirement document with Command Staff |
| <ul style="list-style-type: none"> <li>▪ <b>DART Tabletop</b></li> </ul>                 | <ul style="list-style-type: none"> <li>● A DART tabletop will be held February 2018 with Remains Management.</li> <li>● Kevin Chau will work with Roger Simpson, Lou Hunt, and Tracee McIntosh on the details.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DART Team      | Attend DART tabletop February 2018                              |
| <ul style="list-style-type: none"> <li>▪ <b>Future Meetings and Trainings</b></li> </ul> | <ul style="list-style-type: none"> <li>○ January 2018 MIC/VIC Training</li> <li>○ If funding is available.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | MIC/VIC Team   | Attend training January 2018                                    |



| TOPIC | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | RESPONSIBILITY | ACTION                          |
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|       | <ul style="list-style-type: none"> <li>○ Kevin suggested using the Region 1 conference center in Okemos Conference center.</li> <li>○ Information will be shared with MIC/VIC group.</li> <li>○ Develop a Five Year Strategy Plan</li> <li>○ Date and details to be determined</li> <li>○ September 28, 2017 - Command Staff Meeting</li> <li>○ October 26, 2017 – Command Staff Meeting</li> <li>○ November 30, 2017 – Command Staff Meeting</li> <li>○ December – no Meeting</li> <li>○ January 2018 <ul style="list-style-type: none"> <li>○ VIC/MIC training</li> </ul> </li> <li>○ January 25, 2017 – Command Staff Meeting</li> <li>○ February 2018 <ul style="list-style-type: none"> <li>○ DART Tabletop – Date to be determined</li> </ul> </li> <li>○ February 22, 2018, Command Staff Meeting</li> </ul> | Kevin Chau     | Develop Five Year Strategy Plan |