**MI-MORT Meeting Notes**

January 24, 2019

10:00 a.m. – 2:00 p.m.

**Attendance**: Brook Babcock, Dr. Gary Berman, Jodi DeFrenn, Keisha Dixon, Dr. Todd Fenton, Dr. David Foran, Patti Lyons, Tracee McIntosh, Dr. Brian Murphy, Darin Page, Amber Pitts, Susan Puls, Tim Schramm, Roger Simpson, Katrina Steinsultz, Jennifer Lixey Terrill, Ryan Wilkinson, Larry Zimmerman

**New member**: Darin Page, West Bloomfield Township Department, was introduced. Lou Hunt, DART, has been promoted and Darin Page will replace Lou Hunt on the MI-MORT Command Staff.

**Resignation Letter from Lou Hunt**

* Lou Hunt submitted his resignation letter from the MI-MORT Command Staff/DART team since he has been promoted to lieutenant at Kent County Sheriff Office and will be transitioning to Emergency Management for the County of Kent.

**Madonna University Donation**

* Tim Schramm updated that he received the adult mannequins and mannequin body part donations from Madonna University.
* Items will be added to MI-MORT trailer inventory during the repacking.

**Financial Status Report**

* Tim Schramm will provide monthly financial statements to the MI-MORT Command Staff.
* From the 2018-2019 $10,000 budget allocation from the state, $1,140.08 was spent so far, which included a web hosting fee of $239.00 for two years.
* The State of Michigan approved the approximate $56,000 equipment request made by MI-MORT a few months ago. Theresa Grazbinski, MFDA, submitted the necessary amendment and sent it to Allan Marshall for processing.
* Tim Schramm will contact MI-MORT team members to assist with creating Purchase Orders (PO)s to make the correct equipment purchases.
* Purchases will be made in multiple rounds using the MFDA credit cards.

**Multiyear Training and Exercise Plan**

* Larry Zimmerman displayed the draft Multiyear Training and Exercise Plan, which he created on January 9, 2019.
* Larry requested the document not be distributed to the team until it was reviewed with the MI-MORT Command Staff today.
* Larry Zimmerman provided an update that the HPP Exercise Coordinator position previously filled by Kevin Chau has recently been filled. Eric Pratt will begin his position on February 11, 2019.
* Larry will continue to attend MI-MORT meetings and assist with exercises and trainings as requested, to transition Eric to the project.
* Larry identified two section gaps from the 2018 full scale exercise. The two areas were: Fingerprinting and Administrative Logistics sections. The Administrative Logistics team needs to focus on exercise priorities and not on activities such as providing refreshments and meals during the exercise.
* Larry updated that there is a spring exercise with the National Guard scheduled on March 19, 2019. Jennifer Lixey Terrill update the exercise will consist of a nuclear detonation and power outage scenarios. Discussion continued that even though the MI-MORT team is more advanced than most states, the team may want to be involved with the exercise. Jennifer updated the exercise will be interesting, but she didn’t want the team to feel that they had to take the time to attend but wanted the team to keep the exercise on their radar.
* Dr. Berman questioned whether the National Guard had the mortuary response capabilities necessary to assist with a mass fatality incident. Jennifer answered, yes, the National Guard does have the capabilities.
* Larry Zimmerman wanted to leave the decision to attend the exercise to the MI-MORT Command staff.
* Darin Page updated the National Guard already had the exercise on paper and may want the MI-MORT advisory board to be available.
* Dr. Berman said the DMORT team disbanded their contamination team.
* Tracee McIntosh said DART will participate on the contamination team since it is beyond their qualifications.
* Tim Schramm wants the MI-MORT team to have a seat at the table during any state mass fatality incident or exercise and felt attendance at the exercise would add value to the team. Tim also thought there were enough members on the team to have someone participate.
* Darin Page suggested HazMat participating may not be an option for MI-MORT since it is considered a cold scene level 1. Darin Page provided an update on the process.
* On the multiyear exercise plan was an Unmanned Arial Surveillance (UAS) drill scheduled for January, which was not held. UAS uses photogrammetry for site crash scenes, which creates 3D dimensional photographs and reduces field recovery costs. This exercise would be a great exercise to learn how to use the system.
* IT training was scheduled for February but needs to be postponed.
* A packing/inventory event is planned for April 2019, if all new inventory is received. This event needs to be coordinated with Jerry Ellsworth and BETP.
* DART logistics training will also be scheduled for June 2019 if all equipment arrives. Tracee said the DART team will combine the repacking event with logistics training to ensure all is repacked in the correct order. Training will include setting up equipment. The DART trailers may be moved to the Terminal warehouse or could be the same day as the entire packing inventory event. If trailers need to be moved, Jennifer Lixey Terrill suggested using the Voluntary Organizations Active in Disaster (VOAD), which is a department within MDHHS on the Human Services side to move the heavy equipment. VOAD may be used to move equipment during future exercises. A meeting was held with the Department of Corrections about also moving resources during exercises.
* A Remains Management exercise is planned for June 2019. Tim said that June is the month of the MFDA convention, so it may need to be moved. Tim will attend the MFDA conference where he will make a plea for more MI-MORT members.
* In October 2019, the VIC/MIC workshop will be held at the Region 1 Leona Training Center in Okemos. The workshop will be two hours of working through the system, followed by a two-hour tabletop. Discussion continued using the EMTrack system instead of FEMORS. Dr. Berman updated the reason for using FEMORS, a federal program and was needed to work for working with DMORT. Jody DeFrenn updated that since Michigan hospitals have access to EMTrack it may be more useful. Rick Drummer can provide an EMTrack demonstration during a meeting to show all it has to offer. Jody said using EMTrack would be beneficiation for the Family Assistance Center (FAC) and provides a better picture when integrating hospital data and is worth exploring. EMTrack does not incorporate the matching concept that FEMORS does, but it may assist with the matching missing communication component. The VIP program doesn’t track parts as easily as EMTRACK will. If using another system than FEMORS, the DMORT team cannot be used. Firewall rules will need to be created if both systems are used for the programs to talk to each other. The DART team will need to be included in future discussion if another program is used. The VIC/MIC training has not been scheduled, but October 21, 2019, was a date to avoid if the Forensic Identification Team meeting is to be included.
* Tim Schramm will represent the MI-MORT team with a presentation during the May 7-10, 2019, Great Lakes Homeland Security conference.
* Larry suggested piggybacking with MSP on future exercises. The third week in June, the MSP always has a statewide exercise.
* Jody DeFrenn requested a future tabletop exercise with the VIC team.
* Once the multi-year exercise documents are completed, Larry will share document with MI-MORT Command staff.

**Packing Inventory Repacking Party**

* Tim said a representative from each team should attend the reorganization/packing party to determine the order each team trailer should be organized.
* For instance, Trailer 1 will be packed so that what is needed first will be dropped off first, with items needed first packed in front for easy access instead of having to sort through the entire trailer to get pertinent equipment and supplies.
* Brook Babcock provided an updated on the packing party process.
* Last year the RSS team was invited to attend the event.
* Inventory computers will be used to enter data.
* Participants traveling a far distance will be housed overnight.
* There is only one scale to weight items prior to repacking each trailer. During DART trailers being reloaded, each cart is weighted.
* Jody DeFrenn has a portable data unit she would will share since the Filley warehouse does not have wireless.
* Amber Pitts suggested not planning the repacking event during the month of May, when Jerry Ellsworth will be busy with the CHEMPACK sustainment.

**MI-MORT Operation Manual**

* Jennifer Lixey Terrill distributed the 53- page MI-MORT Operational Manual to team chiefs to review. Attachments were updated. Jennifer hopes to have the document completed by March 1, 2019.
* Tracee McIntosh updated the DART section of the MI-MORT plan.
* The trailer transportation section needs to be updated.
  + Amber Pitts provided an update on a meeting with the Department of Corrections. The Department of Corrections is ready to mobilize with staff to assist with transporting trailers to sites. A MOU needs to be created with the Department of Corrections, but the process has been started. More details to come soon.
  + Jennifer said when a Governor’s Declaration is proclaimed, assistance requests are sent to participants through the State Emergency Operations Center (SEOC).
  + Since the Department of Corrections has 14,000 employees, staff could be reassigned. Another benefit of staff from the Department of Corrections is they are armed.
  + Jennifer will provide additional information at future meetings but feels confident the Department of Corrections will fill the gap, if requested.
  + The Department of Corrections should be asked to attend the packing/reorganization party so they can get an idea of the resources.
* Jennifer will request manual section updates from section chiefs who did not respond to her previously.

**MI Volunteer Registry Update**

* Susan Puls updated the MI-MORT team has 237 approved team members with 199 members completing 100% profiles.
* Susan decommissioned 14 members of the 15 she had in reserve. The 14 members could be reinstated when they meet the requirements.
* Thirty-eight members have missing information, which Susan receiving updated information from only one.
* Susan queried other members in the Michigan Volunteer Registry (MVR) asking if they would like to join the MI-MORT team. She received responses from a few.
* She reached out to members within the MVR who completed the four ICS certificates and received positive responses for membership on the MI-MORT team.
* All MI-MORT teams are now populated. No morgue or PIO teams.
* Susan contacted Katrina Steinsultz for updates on the X-ray team.
* Susan can also send invitations to members based on their classification but will not add members to individual teams without the consent of the section chiefs.
* Susan requested updates from the chiefs on the 38 members with missing information during the meeting. Those that have not responded to additional information requests will be deleted by the end of June.
* Susan distributed the list of medical and non-medical occupations with a list of suggested titles that should be added to the registry. The recommendation was to add Funeral Directors, Pathology Assistant, and DNA, which may already be listed under biology. Forensic Pathologists and Funeral Directors are in the board-certified section. Vendors need to add the suggested fields. Susan to explore option with Juvare.
* All positions can be listed as Just-in-Time so that training may be provided in the event there are multiple persons arriving for the section they can be assigned to another section.

**Healthcare Environmental Checklist Discussion**

* Jennifer Lixey Terrill began discussion on the Environmental Checklist for Emergency Michigan, which could be added as an annex to the MI-MORT Operations Manual.
* This checklist is used by DMORT and provides information on risk assessment, PPE, food management, identification of deceased, hazard waste management, pharmaceutical management, emergency management, general utilities, and heating cooling requirement (See attachment).
* Chiefs should review the document and send comments prior to the next meeting to Jennifer Lixey Terrill at [LixeyTerrillJ@michigan.gov](mailto:LixeyTerrillJ@michigan.gov).
* Dr. Fenton suggested since the team doesn’t currently have a Safety Officer, this is an important person that should be added to the team. Discussion continued adding scene of recovery security. Demonstrations are also necessary for the decontamination of the morgue, PPE donning and doffing, and how to use the emergency shower station. DART had a Safety Officer, who recently retired.
* Darin Page provided an update on ICS protocol.
* Every MSP post has a chaplain available. DART is trying to secure a chaplain on the team.

**Mission Ready Packages**

* Jennifer Lixey Terrill provided an update on the national Emergency Management Assistance Compact (EMAC) system for requesting resources when Mutual Aid is in place. For example, requests made for nurse and behavioral health resources during a Mass Fatality incident.
* There is a long-term bidding process in place and resources should have a cost analysis predetermined which will assist with requests nationwide.
* Resources from FEMA are very expensive and are closer to the actual costs.
* Knowing what resources are available in other states during an incident will assist with requests.
* MI would like to have both the MI-MORT and MI-TESA teams provide pre-deployment costs.
* Teams such as the ambulance strike, environmental health, pediatric surge, and Behavioral Health teams should also have Mission Ready Packages.
* The State Emergency Coordination Center (SEOC) has staff in place to assist with logistics requests.
* Dr. Fenton said the DMORT staff is paid when they are deployed. Jennifer updated that MI is getting closer to having teams such as MI-MORT become state temporary employees.
* A question was asked on how many MI-MORT team members should be deployed during an incident? A survey will be conducted first to make the determination.
* Jennifer updated that Crime Victim Advocates are deployed for two years, with employers giving permission for members to attend events.
* Jennifer said she will assist with creating customized cost templates to determine team costs. She questioned the team whether this was information that could be provided. Creating a deployment cost form may also assist in determining costs.
* Susan Puls can query the Michigan Volunteer Registry (MVR) members to see who is willing to go out of state and share the list with Jennifer Lixey Terrill.
* Jennifer provided an update on Workman Compensation Liability laws, which would fall under the state requesting the resources.

**DART Update**

* Tracee McIntosh updated the DART team is updating membership and is back filing the chaplain and safety officer positions.
* Lou Hunt wants to remain on the DART team but not as a member of the MORT Command Staff. Lou still would like to receive meeting invitations and minutes to keep updated on team activities.
* Tim Schramm will contact Marcus Neuhoff to update the DART membership to include Darin Page as a chief on the DART team on the MI-MORT website.

**2018 Exercise Video Discussion**

* Tracee McIntosh provided the video clip from the 2018 Full Scale exercise.
* DART sent out a team member recruitment letter, which was sent out through Emergency Management.
* Tracee will send Larry Zimmerman the name of the person who created the video clip, so he can create a marketing recruitment video for the MI-MORT project.
* Marcus Neuhoff has a time lapse video of the morgue exercise, which Larry will incorporate into the video as well.
* During the next exercise it was suggested video recording should be coordinated by the MI-MORT Command staff.

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| **Action Items** | **Owner(s)** | **Deadline** | **Status** |
| Madonna University Donations | Tim Schramm | During Packing party | Add Madonna University donations to trailer. |
| Provide Monthly Income/Expense Reports | Tim Schramm | Monthly | Provide monthly updates to Command Staff on income/expense reports from MFDA. |
| Multiyear Training and Exercise Plan | Larry Zimmerman | February 28, 2019 | Update Multiyear Training and Exercise Plan and share with MI-MORT Command Staff at next meeting. |
| Packing Inventory Repacking Party | MI-MORT Team | Spring 2019 TBD | Schedule Packing Inventory Repacking Party once all new equipment arrives |
| MI-MORT Operation Manual | Jennifer Lixey Terrill | March 1, 2019 | Update MI-MORT Operation Manual and redistribute to MI-MORT Command Staff. |
| Healthcare Environmental Checklist Discussion | Command Staff/Jennifer Lixey Terrill | February 28, 2019 | Patti Lyons to share Environmental Checklist with MI-MORT Command Staff. Command Staff to send corrections to Jennifer Lixey Terrill prior to February 28, 2019 meeting. |
| Mission Ready Packages | Jennifer Lixey Terrill | February 28, 2019 | Jennifer Lixey Terrill will assist MI-MORT Command Staff determine cost by assisting with the development of templates. |
| DART Team | Tim Schramm | February 28, 2019 | Tim Schramm to contact Marcus Neuhoff to update on MI-MORT website to update team roster replacing Lou Hunt as Chief with Darin Page as Chief. |
| 2018 Exercise Video Discussion | Larry Zimmerman | May 2019 | Update 2018 video clip with other information to create a MI-MORT marketing video. |