**MI-MORT Meeting**

**October 22, 2020**

**10:00 a.m. – 12:00 noon**

**Attendance**: Tori Arnold, Brook Babcock, Dr. Gary Berman, Kesha Dixon, Rick Drummer, Jerry Ellsworth, Dr. Todd Fenton, Hanna Friedlander, Jessica Gould, Patti Lyons, Kelcy McArthur, Tracee McIntosh, Dr. Brian Murphy, Maureen, Schaefer, Tim Schramm, Roger Simpson, Jennifer Lixey Terrill, Ryan Wilkinson

* All in attendance, please email Patti that you are on the call, that would be appreciated, for attendance purposes.

**MI-MORT Financial Report Update**

* Tim thanked everyone for attending and their continued support of the team.
* Tim updated that the previous year funding expired on September 30, 2020, with a balance of $1200 left.
* The new FSR has been accepted for $10,000, which is the usual amount.
	+ The plan is to use funding to purchase security monitors and system since the purchase was made after the first of October. The six monitors were already delivered, but one was damaged and will be replaced. Brook is still looking at a security system and will follow up. Brook assumed the remaining cache was transferred. MFDA does not keep any funding after September 30.
* BETP is cleaning up accounts from July 1, 2020 -September 30, 2020. If updates are needed, please let Tim, Jessica and Theresa know as soon as possible since the state fiscal year is different that the MI-MORT fiscal year.
* Jessica updated there was hiccup in the process of paying staff during deployment since volunteers were hired as employees. During that process, there was a holiday (Memorial Day), where those that worked should be paid, but the others who did not work were also paid for the holiday and need to return funding. Issues with the repayment process have been resolved. So if you wee paid you may be getting a call from Human Resources to work out the issue.

**Current COVID Update**

* Jennifer Lixey Terrill provided an update on Michigan COVID-19 cases. There were 33 deaths since yesterday, and this uptick is concerning.
* An anticipated vaccine may be available in three weeks. Michigan has submitted a vaccination plan to the CDC, who have 10 days to approve. Once approved, the plan will be posted publicly on the Michigan.gov website.
* The state continues to promote the flu vaccines with hospitals, who are at or near capacity, in order to minimize hospitalizations if possible.
* There is a 1-inch needle shortage, so Michigan continues to work on logistics for both the flu and COVID-19 vaccines.
* The COVID-19 vaccine will be a 2-dose vaccine with the second dose due 21 days following the first vaccine.
* Tim Schramm questioned whether Funeral Directors were identified as a priority vaccination since Funeral Directors were identified as a vaccine plan priority under CDC guidance.
* November 3, 2020, Election Day, the SEOC will remain activated.
* Jessica Gould continues to update morgue availability. If you see issues, please send information directly to Jessica Gould at GouldJ3@michigan.gov
* Tim said from a morgue capacity standpoint, it may take 2 – 3 weeks before Funeral Directors see issues and sees an uptick at funeral homes in COVID-19 cases.
* Tim updated that currently there are no bottlenecks at either cemeteries or crematoriums.

**Report Out - Call Down Drill in MVR – Kesha Dixon/Victoria Arnold**

* Kesha Dixon updated that on October 16, 2020, around 9:00 a.m. a Call Out Drill was sent through the MI Volunteer Registry (MVR). The event closed on Monday, October 19.
* The drill was sent to 283 volunteers, of which 153 responded, with 106 indicating they would be available to work in an infectious disease situation.
* Tori Arnold noted that more responses were received than the last time a call down drill was conducted. This time the people who responded also have a better understanding of COVID-19.
* For those that did not response, Tori suggested contacting them. Tim suggested sending out a query to those that did not respond asking them if they wanted to remain as a MI-MORT volunteer. Tori said she will work with Kesha to do so. Tim asked for Kesha to have a follow-up report for the January 2021 meeting.
* Tim received countless texts or emails from MI-MORT team members during the drill asking him how to respond. Tim told them to respond through the MVR system. Tim suggested doing this type of exercise a few times a year to keep members engaged. Roger asked Tim for a list of those that contacted him so he could use them as trackers, but Tim already deleted the list.
* Tori had questions on about 10 members with incomplete profiles. She will send the list to Kesha to follow-up and make sure they finish their profiles and take the necessary ICS courses, which is a requirement.
* Tori will identify volunteer’s areas of expertise for MI-MORT team.
* Jessica Gould thanked Kesha Dixon for her time in conducting the drill.

**Dexis Update**

* Jennifer Lixey Terrill had good news the Homeland Security grant MI-MORT application for the Dexis machine had been approved since there was ample funding available this year due in part to the cancellation of the Great Lakes Homeland Security Conference due to COVID-19. The Dexis machine must be purchased before June 2021. Jessica Gould will purchase the machine and put it in with the MI-MORT equipment.
* Jennifer said if there is any other equipment that needs to be purchased to let her know as soon as possible.

**Snap Unit Procedural Document Discussion**

* The Snap Unit procedures that were discussed last month, were distributed with the agenda and minutes to the Command Staff last week.
* The plans were created by Kelcy McArthur, MSP, on the Snap Unit Identification system. Jessica Gould asked the team to review the plans and send her any updates at gouldJ3@michigan.gov prior to the January 2021 meeting. Jessica will provide updates to Kelsy.
* Rick Drummer suggested adding a date or version number at the bottom of the document.
* Dr. Gary Berman, Tracy McIntosh and Kelcy McArthur are the Subject Matter experts on the document.
* Thank you Kelcy McArthur for improving the MI-MORT team potential identification process for the Medical Examiner (ME) in charge.

**Trailer/Inventory Update Discussion**

* Six 53-foot refrigerator trailers were purchased during the COVID-19 activation, of which two were deployed to hospitals.
* All trailers have been cleaned and have racks and backboards.
* Brook Babcock and Jessica Gould are working on additional wish list items.
* The two trailers used during deployment will need to stay and cannot be resold. Jessica has the list of what will be stored inside the two trailers. If more trailers are need, we will make additional plans for supplies.
* We are looking to make flooring modifications since carts do not roll very well, create a drainage system, and add lighting. Changes must be approved through DTMB. Roger Simpson said plywood flooring works well and can be thrown out after use and is an inexpensive way to fix flooring issues.
* Dr. Berman suggested purchasing more N-95 masks which are almost impossible to get. Having an adequate plan to get more masks would be appreciated. Jessica said there are KN-95 masks in stock, but she will continue to try to get N-95 masks.
* Roger said that St. Joseph Hospital in Ann Arbor uses KN-95 masks and likes them better for fit. Roger will get brand and model and forward the contact information of the person recommending the K-95s.
* Tim Schramm recommended any PPE and equipment purchases, such as church trucks, should be made through Hilton Products who are a consistent supplier. Jessica updated that additional church trucks will be stored with supplies at the Filley warehouse.

**Region 7 Full Scale Exercise (Spring 2021)**

* Region 7 will host a full-scale exercise in 2021. During the exercise they want to pull out the Push Pack trailers and show its capabilities and scale up the exercise from there.
* This exercise depends on the COVID-19 response in the spring.
* The first exercise planning meeting will take place on November 10, 2020, at 1:00 p.m. The meeting will be conducted remotely, and Tim Schramm will attend the meeting to see if the MI-MORT team will fit in. Jessica thought this exercise would be a good way to engage MI-MORT volunteers in Region 7 since we have never done an exercise in that region and it would help engage MI-MORT volunteers.
* Roger Simpson will also attend the meeting and Jessica will provide contact information for Mark Becmer, Region 7 Coordinator to both Tim and Roger to join the meeting.

**Improvement Plan**

* Jessica shared the Improvement Plan and said when we get back together in January, she will provide other updates.
* She asked the team to review the documents and provide her feedback. Jessica will update the plans and keep an original hard copy on her computer, so if you want to make changes you can share those changes on the document posted on the MI-MORT website.
* A question was asked if the plan could be distributed, so that those with limited computer access could make changes and share them with her. Yes, she will share if requested, but it will also be posted on the MI-MORT Google drive too.

**2020/2021 MI-MORT Meeting Schedule**

* There are no plans for November or December 2020 meetings. If there is a need, Jessica will call an emergency meeting with members of the MI-MORT Command team.
* The January 2021 meeting will be through Microsoft Teams and an invitation was previously distributed for all the 2021 meetings.
* In the past, Tim and Jessica have discussed fatality management issues multiple times a week. Jessica asked if someone from the Command Staff might be available to take notes during those meetings. The scribe would not have to attend every meeting. Maureen Schaefer and Tracy McIntosh volunteered to share this responsibility. Jessica and Tim can also take notes in the event either Maureen or Tracy are not available.

**Thank you All from Tim Schramm**

* Tim thanked everyone for all they do to keep the MI-MORT team moving forward and wished everyone a great holiday season.

**2020/2021 Schedule**

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| **Future Meetings** |
| * No November 2020 Meeting
 | * June 24, 2021
 |
| * No December 2020 Meeting
 | * July 22, 2021
 |
| * January 28, 2021
 | * August 26, 2021
 |
| * February 25, 2021
 | * September 23, 2021
 |
| * March 25, 2021
 | * October 28, 2021
 |
| * April 22, 2021
 | * No November 2021 Meeting
 |
| * May 27, 2021
 | * No December 2021 Meeting
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