**MI-MORT Meeting**

**October 24, 2019**

**10:00 a.m. – 2:00 p.m.**

Attendance: Victoria Arnold, Brook Babcock, Kesha Dixon, Rick Drummer, Dr. Todd Fenton, Dr. David Foran, Michelle Fox, Jessica Gould, Jolene Hardesty, Patti Lyons, Tracee McIntosh, Dr. Brian Murphy, Darin Page, Dr. Maureen Schaefer, Tim Schramm, Roger Simpson, Katrina Steinsultz, Jennifer Lixey Terrill, Ryan Wilkinson, Larry Zimmerman

The meeting opened with introductions.

**MIC/VIC Training/Hot Wash**

* Forty-one (41) participants attended the October 16, 2019, MIC/VIC training at the Leona Training Center in Okemos.
* Rick Drummer presented “Understanding the MI-MORT Puzzle”, during the morning session along with introductions and a question and answer period.
* During the afternoon session participants were provided with the VIP system on a thumb drive, which allowed participants time to explore the system on their own laptops. Brook Babcock also brought 12 MI-MORT laptops. The afternoon session tabletop lasted one hour and included three modules.
* The tabletop scenario was a plane crash.
* During the afternoon Hot Wash participants said they appreciated the presentation format which provided a lot of information that built on the capability. Rick Drummer said Just in Time trainings are also available.
* The general and incident badging systems had many issues during the training, which created lessons learned.
  + When an activation takes place, how is staff badged?
  + A discussion was held on the process for participants to get badged and move to their designated areas.
* If volunteers for the MIC/VIC section are familiar with using computers, they will learn the VIP system quickly.
* Ryan Wilkinson is reviewing the training evaluations and sent a draft to Rick Drummer and Jessica Gould. At the January 23, 2020 meeting, a finalized report will be available. Ryan said that overall, most participants were pleased with the training.
* Many new participants attended their first MIC/VIC training.
  + Larry Zimmerman said the training provided a great introduction to the MIC/VIC sections. Rick Drummer and Ryan Wilkinson provided a great presentation.
* Larry Zimmerman asked whether additional training outreach presentations should be provided through Adobe Connect?
  + Jessica Gould and Tori Arnold have been discussing onboard MI-MORT trainings for volunteers through MI-TRAIN and want to build on what it means to deploy volunteers.
  + Could the VIP system, for instance, be trained through a module on MI-TRAIN?
  + Jessica likes the idea of using different voices for each team to discuss their specific area.
  + Dr. Maureen Schaefer said since her involvement with the social media campaign, she has learned there are many people out there don’t completely understand MI-MORT, so she recommended creating 10-minute interactive trainings videos.
  + Larry Zimmerman suggested creating Plug and Play training scenarios; in the event there is a shortage in one team, participants can be trained to work on another team.
* Brook Babcock discussed technical issues he had with the state computers he brought for the MIC/VIC training.
  + Some of the computers did not have the updated Windows program so notes and instructions for the VIP program were missing on the drives.
  + Brook updated some of the computers during the training and will update the rest as needed.
* Discussion was held on the badging systems.
  + Tori Arnold made badges with pictures for the participates who registered through the MI Volunteer Registry (MVR).
  + These badges will be used as the main badge allowing access to the site with another badge identifying the team location.
  + Brook Babcock will redesign badge templates for the team badges. Send any template suggestions to him.
  + Will have two badges, the MVR badge, with a picture, for access to the MI-MORT areas and, once on scene a second badge, without a picture, for scene access. Volunteers will need to carry both badges while deployed. Only the scene specific badge will be generated on site.
  + There were multiple issues with the MI-MORT badging system:
    - Printer issues.
    - Hook-up issues.
    - Digital camera cord didn’t work requiring another adapter, which was broken.
    - The camera battery died.
    - Badge printer driver wasn’t set to print two sided.
    - Printer cartridge ran out and when replaced, it printed all black.
    - Cartridge then fixed to print color.
    - Badge punch was missing.
    - Kit contained no blank cards, so Larry Zimmerman brought new cards.
    - Ribbon needs to be reordered.
    - BETP has three badging systems with printers: Office, RSS, and MI-MORT.
      * MI-MORT can use one system for back up in a real emergency.
    - Printing supplies should be ordered using the emergency PCard. One MI-MORT member should have access to a PCard, possibly from the SEOC.
* Tim Schramm stressed the importance of badging and suggested testing the badging system as often as possible.
* A suggestion was made to have registration and badging sessions 30 minutes prior to the beginning of each training session to work out glitches.
* All Regional offices also have badging systems that could be used.
* Brook Babcock recommend printing badges on paper if necessary, until a backup printer arrives.
* Badges may need to be laminated. Rick Drummer said there is a laminator in the MI-MORT trailers.
* Two badging systems may be needed to run both the MVR and MI-MORT systems.
* A bar code system may be a possibility.
  + Brook Babcock and Roger Simpson suggested purchasing a bar coding scanning system.
  + Brook said the ballpark costs for bar coding system would be $500-750 for supplies.
* The MIC/VIC team has almost all staff pictures in the in MVR.

**Financial Update**

* Tim Schramm updated that the lump sum of $55,000 for equipment purchases has been depleted, so no more spending will be authorized.
* Tim is missing invoices from Home Depot (Jerry Ellsworth) and SOCI (Tracee McIntosh).

**Improvement Plan Discussion by Larry Zimmerman**

* Larry reviewed the 2018 Exercise Improvement Plan.
* Many of the items are now marked green or completed.
* Improvements to the inventory process are completed since additional T-Cards were ordered by Brook Babcock.
  + Two type of T-cards exist
    - Cards come four to a sheet, in various colors. Can run through a laser printer. Shape is punched out after printing.
    - Individual cards, in various colors, in T-shape.
    - Inventory labels can be printed from the Excel spreadsheet or can be handwritten to be used with either T-card
  + T-cards can also be used to track staff with sign-in and sign-out personnel tracking.
* The Request Section was marked in process.
* Transportation process discussion.
  + Jessica Gould has a document with trailer weights and hitch sizes.
  + Larry suggested exercising transportation during the next exercise.
  + Jennifer Lixey Terrill discussed the procurement process with the Department of Corrections.
    - Jennifer suggested Corrections observe the exercise.
* DART supplies were ordered, but not repacked yet.
* Michelle Fox, Sparrow, said some facilities have pre-identified locations for Mass Fatality incidents. All accredited offices have Mass Fatality plans.
* The inventory spreadsheet is being updated.
  + Expired inventory dates may be added to the spreadsheet during the next repack event.
* DART received their computer and thumb drives, but they need to be configured.
  + DART has gator trailer training instructions, but personnel is not assigned to gators.
  + This may be a Just in Time training.
* Use of awning trainings may be necessary for the DART and Command Staff trailers since both trailer awnings have been installed.
* Brook Babcock is reviewing software systems.
* The Behavioral Health process continues to be updated.
  + Jessica Gould met a person certified in Behavioral Health who may be interested in joining the team.
  + Ryan Wilkinson has attended the Victim Advocacy workgroup meetings.
  + Medical Examiners (ME)s will look at MI-MORT and delegate services to include the FAC.
* Tim Schramm thanked Larry Zimmerman for the best follow through and improvement plan summary ever following the 2018 full scale exercise.
  + Every month the Command Staff meetings have focused on what has been accomplished, so now most improvement items are marked green!

**2021 Full Scale and 2020 Functional Exercise Discussion**

* The next full-scale exercise is planned for 2021.
* A functional exercise is planned prior to June 30, 2020.
  + During the functional exercises, the T-card process, the activation process, the movement of inventory, and the badging of volunteer systems will be tested.
  + The functional exercise will also keep volunteers engaged.
  + This event may be like the symposium held in 2016 where each team hosted its own training session, followed by a functional exercise in the afternoon.
  + Larry Zimmerman suggested conducting the functional exercise in June 2020 and discussing objectives during the January 23, 2020 Command Staff meeting.
  + Larry and the BETP team will meet to develop and build plans.
  + Further discussion determined the best date for the functional exercise is May 20, 2020.
  + Potential timeline: Registration and badging will begin at 9:00 a.m., with a start time of 10:00 a.m. ending at 2:00 p.m., followed by a Hot Wash at 2:30 p.m.
  + Venue options were discussed.
    - Livingston County EMS
    - Wayne County Community College
    - Lansing Community College
    - MSU Pavilion were suggested.
      * Dr. David Foran will check on venue availability of the MSU Pavilion.
      * Katrina Steinsultz will check on Lansing Community College.
* Tracee McIntosh suggested conducting fingerprint and DART training.
* Jessica Gould may request additional funds for the functional exercise.
* Currently there is $11,000 available for events trainings until October 2020.
* Tim Schramm, Jessica Gould, and Tori Arnold are attending MAME conference in November and will discuss activation.

**Future Outside Meetings**

* + October 21 Dental Conference.
  + MFDA conference April 19-22
  + Tim Schramm suggested sending all trainings to Dr. Maureen Schaefer to post to social media sites.

**Introductions of Jolene Hardesty**

* Jolene Hardesty has worked at the MSP Clearing House for 12 years and recently started the Missing Persons Division.
* Discussion was held on the Missing Persons and Clearing House processes.
* The Clearing House can assist with locating missing children in the Family Reunification/Family Assistance Centers.
* Jennifer Lixey Terrill provided an update that there is a Victim Resource Support Workgroup that includes members from the Crime Victim Advocacy group and the American Red Cross.
* Jennifer invited Jolene to the January 2020 meeting to introduce her to Jeremy Hagerman and other members of team.

**Forensic Dental Seminar Update**

* Kesha Dixon provided a recap on the Forensic Dental Seminar held recently.
  + One of the main speakers, Dr. Bob Barden, passed away October 1.
  + Dr. David Foran stepped in as a replacement and provided an excellent presentation on DNA and deployment processes.
* Dr. Brian Murphy said the speaker from the border patrol was very moving.

**Standard Operation Procedures (SOP) Manual Update**

* Jessica Gould updated that the SOP is under review by Amber Pitts and will be under final review very soon.
* Once finalized, it will be distributed.

**Mass Fatality Plan Update**

* The Mass Fatality Plan is under review by staff with updates being made.

**MI-MORT Uniform Discussion**

* Discussion was held on team uniforms.
* MI-MORT funding is not available to purchase uniforms, but ICS vests can be purchased.
* Colored ICS vests with team names could be purchased.
* Uniform standards are listed in the SOP.
* A question was asked if t-shirts for new team members could be purchased. Answer was “no” due to limitations of the grant funds.
* Jessica Gould and Tori Arnold discussed onboarding packets she is developing for new team members.
* DART has their own set of uniform rules, which includes wearing MSP uniforms.
* Brook Babcock stated uniform purchases and cleaning can be written off as a business expense on taxes.

**Social Media** **Discussion**

* Dr. Maureen Schaefer updated the Social Media workgroup has been disbanded since the goal was met.
* Dr. Maureen Schaefer questioned whether members wanting to join the team on Facebook needed to be verified before she accepts the invitation to join Facebook. Tim Schramm suggested checking profile before accepting it.
* Tori Arnold said postings can be accepted, but Darin Page suggested that during an activation, that may be a problem.
* Tori Arnold will send Dr. Maureen Schaefer information on how to set up LinkedIn for posting.

**Technology Update by Brook Babcock**

* Brook Babcock provided an update on the X-Ray, MIC/VIC, three level light table that can be purchased for $15/each.
* Brook will purchase badge punches and extra charging cords.
* Dr. David Foran shared a form from the University of North Texas with Ryan Wilkinson that will be updated in the VIP.
  + Jessica Gould will update forms in the SOP if sent them

**Next Meeting**

* The next MI-MORT Command Staff meeting will be January 23, 2020.
* There will be no meetings in November or December.

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| **Action Items** | **Owner(s)** | **Deadline** | **Status** |
| MIC/VIC AAR | Ryan Wilkinson and Rick Drummer | January 23 2020 | Share finalized Hot Wash summary |
| Improvement Plan | Larry Zimmerman |  |  |
| Functional Exercise | Larry Zimmerman/ Jessica Gould | January 23, 2020 | Begin planning functional exercise planned for May 20, 2020 |
| Outside Meeting Dates | All | As soon as possible | Send outside meeting dates to Maureen Schaefer to post to MI-MORT website |
| MI-MORT Command Staff Meeting | All | January 23, 2020 | Attend next MI-MORT Command Staff meeting |
| Full Scale Exercise | Larry Zimmerman/ Jessica Gould | Spring 2021 | Pre-planning for Spring 2021 FSE in planning. |