MI-MORT Meeting Minutes

February 27, 2020

10:00 a.m. – 2:00 p.m.

Attendance: Victoria Arnold, Brook Babcock, Dr. Gary Berman, Kesha Dixon, Rick, Drummer, Jerry Ellsworth, Dr. David Foran, Michelle Fox, Hanna Friedlander, Cana Garrison, Bob Gilbert (phone), Patti Lyons, Tracee McIntosh (phone), Darin Page, Katrina Steinsultz (phone), Ryan Wilkinson, Larry Zimmerman

**Budget Discussion**

* Tim Schramm updated that the $10,000 annual budget allocation, $2052.52 was spent leaving a balance leaving balance $7947.48
* MI-MORT is still waiting for the additional $1,000 previously granted.
* A discussion between Janis Tipton, Theresa Grabinski, and Tim is needed to discuss the reimbursement policy since Janis was asking why Theresa is reimbursing volunteers at the state rate and not the MFDA or IRS rate. Tim is confused as to the change in charges since originally it was reimbursed at the MFDA rate and later changed to the state rate. The MFDA meal reimbursement is higher.
* Tim Schramm, Janis Tipton, and Theresa Grabinski will meet to discuss issues soon since this may affect the 2020 exercise budget.
* There is also a licensing issue which needs to be addressed by Brook Babcock for antivirus software. Brook has contacted the licensing agent regarding the issue.

**Coronavirus Discussion (CoV19)**

* The CHECC was activated on February 3, 2020 for the Coronavirus response.
* DEPR staff is working 8:00 a.m. – 5:00 p.m. and conducting conference calls with health agencies in the event the outbreak spreads to Michigan.
* Dr. Berman asked how much PPE inventory is available to MI-MORT through Just in Time inventory. MI-MORT has a small supply in storage along with a supply donated by Wayne State University.
* BETP just ordered a small supply of N-95 masks, but Brook Babcock said that mask inventory is becoming hard to find.
* Roger Simpson, Remains Management, was recently deployed to Travis Air Force Base in Fairfield California on a detail related to the Coronavirus.
	+ Roger updated that although decedents is the normal function of the DMORT team, DMORT needed additional people to take care of the persons in quarantine.
	+ Roger will be deployed for a two-week duration.
* A question was asked whether there may be a need for MI-MORT to assist with the response in the future.
* Tim Schramm read a recent CDC article during meeting.
* Dr. Berman said currently there is a 2% death rate for persons with the Coronavirus over 50, which may require the need for the MERC system.
	+ A question was asked if hospitals handle the outbreak?
	+ Tim Schramm questioned Tori Arnold on the state plan in the event Michigan has multiple deaths.
	+ Tim stated little recommendations have been made by the CDC for funeral homes as of this morning.
	+ After reviewing the CDC website, Tim stated the only information he saw on processes for deceased person exams was that exams should be in conducted in a negative pressure room or using limited aerosol due to bio contamination.
	+ Most funeral homes are not equipped with negative pressure rooms.
	+ CDC wants to collect specimens such as lung specimens from the deceased.
* Michelle Fox from Sparrow Hospital said Sparrow hospital plans to use N-95 masks, full PPE, and has their own procedures in place for persons with the Coronavirus, but so far there have been no cases.
* The CDC will update guidance processes when needed.
* The State and Local Health Departments who have Persons Under Investigation (PUI), should contact the SEOC for assistance for the shipment of specimens, including on weekends and holidays.
* The Coronavirus may spread person to person and is like other recent special pathogens diseases.
* Tim Schramm read a swab testing article directed toward Funeral Homes from the CDC website which also had embalming guidelines.
* Currently the CDC is the only lab testing for the Coronavirus, which has spread from China to other countries including Italy and Iraq.
* PUIs are to be quarantined for at least 21-28 days.
* A discussion on asymptomatic patient carriers was held.

**MI Volunteer Registry (MVR) Discussion**

* The next MVR training will take place on April 9, 2020, at Gun Lake Tribe in Region 5.
	+ The last MVR training will be held in July in Region 8.
	+ Engagement talks will be held at the training sessions.
	+ More information to come.
* The Juvare platform system has a consent release form available for incoming volunteers to learn expectations.
* The National Ski Patrol will join the MVR and has over 15,000 members.
	+ This team will add many new volunteers, most wanting to join with MI-MORT activities.
* Tim Schramm conducted a MI-MORT presentation with Wayne State University students yesterday to promote registration on the MI-MORT team.
* New members will be needed to join the DPMU team since this team is being reorganization. During the call, Bob Gilbert asked if he is interested in MVR recruiting new members, like what was recently completed with the Remains Management team. Bob indicated yes; he is interested. Tori Arnold and Bob will work together to increase DPMU membership
* Thirty-nine new members have joined the Remains Management team since November following the MVR recruitment outreach. Bob Gilbert said that currently there is only a skeleton crew available serving on the DPMU team. Bob wants to assist in team recruitment since Bill Funk has resigned as chief due to health issues. Bob plans to attend meetings by conference calls when available and assist in finding a replacement for the Deputy Chief role. Bob is unable to attend in person, due to his new job commitments.
* Tori created on-boarding packets consisting of scripts, a Regional Lead JAG, sample packets with FAQs, media release forms, SOP, additional JAGs, legal forms and general how to forms. Mental Health contact information will be included in the packets. Patti Lyons will disperse packet information, if requested.
* Tim Schramm said identifying team leads is important.

**2020 Training and Functional Exercise Discussion**

* The Save the Date flyers are in draft form and should be ready soon. The flyers still need the MI-TRAIN course number and exercise location, which has not been verified. Draft flyers were distributed to the team for review. One suggestion was to add “Due to the Coronavirus, the exercise may be cancelled or postponed”.
* Katrina Steinsultz provided an updated on the LCC location, which has overhead projects on all sides, microphones and AV capabilities. The maximum capacity is 150 people, but this area could be opened for addition room if needed. Katrina will send a floor plan to Larry Zimmerman, Patti Lyons, or Jessica Gould to share with the team.
* Larry Zimmerman then discussed the floor plan, which could include ProMed, a clothing vendor, table. Katrina will check with LCC to see if external vendors are allowed.
* Following the opening general session, the team will dismiss into individual team break-out sessions to learn more about their team functions.
* Team displays may be set up. Brook Babcock asked if a technical visit to LCC could be arranged to view the floor plan and AV equipment. Brook suggested having an AV staff member available for the visit. Katrina will send AV contact information for the site visit and share available site visit dates.
* A suggested was made to cap distance travel expenses for attendees so that those living far away don’t overdraw the training/exercise budget.
	+ A question was asked what the parameters for housing and mileage were with an 8:30 exercise start time, since some staff may need to leave by 7:15 or earlier to attend the exercise.
	+ With a remaining budget of $4,000 for housing and mileage, a suggestion was made to use college dorm rooms.
	+ Dr. Berman said most dentist may not attend the exercise, but if the team wants to get new members it might be a lot to ask attendees to pay their own expenses.
	+ Another suggestion was to disperse the Save the Date flyer soon to get a feel for how many might require housing or see if the training/exercise budget could be increased.
* Registration will begin at 8:30 a.m. with pre-badging for about 50 and the Go Team (Command Staff) members reviewing the environmental check list at LCC.
* A welcome message will be conducted by Tim Schramm.
	+ The message will be followed by the MI-MORT Puzzle presentation by Rick Drummer and Ryan Wilkinson at 9:20 a.m. The puzzle presentation may require 30-40 minutes.
	+ Following the puzzle presentation, Tim Schramm, Jessica Gould and Tracee McIntosh will conduct a 30-minute presentation on new developments and processes.
* A break will be held at 11:00 a.m., followed by an a 30-minute session by Terrance King on religious and cultural backgrounds. Tori will contact Terrance to confirm his attendance.
* Jessica and Tori will then begin a discussion on the demobilization and post deployment process which should last about 30 minutes.
* Lunch will be at noon and may or may not include a presentation from the clothing vendor.
* Following lunch, the second half will include the functional exercise script by the Go Team and Larry Zimmerman. This may be conducted through Adobe Connect.
* Larry said the exercise warm start will begin with a 30 minutes call held on either the Monday or Tuesday before the exercise.
	+ This start will activate the Region 1 ME request for the MI-MORT team to report to the SEOC and the CHECC.
	+ MVR will begin the process by sending notifications requesting staff arrival times.
* A question was asked whether the exercise will continue if the CHECC is still activated with the COV19 Coronavirus.
	+ Discussion continued on current events, such as Italy and Japan continuing with sports events, with no fans in attendance.
	+ There is the potential for canceling or even re-scheduling the exercise if the outbreak continues.
	+ A disclaimer will be added to the Save The Date flyer indicating “with events going on in the world today, this exercise may be cancelled or postponed.”
* The next session will be a demonstration of the MIC/VIC process, which will go into depth.
	+ Larry Zimmerman needs assistance from Rick Drummer with documentation and breakdown steps for the MIC/VIC.
	+ Larry had an inject suggestion for the removal of the MIC chief or on what events would occur if the MIC chief is removed for an emotional reason or moved from one section to another, resulting in a cross-section training in another section.
* The afternoon session will include a demonstration on the T-Card check in and check and PPE donning and doffing processes.
	+ Roger Simpson and a staff member from Sparrow would be good candidates to demonstrate the PPE donning and doffing process, which will be conducted after lunch.
	+ The DPMU section will test the T-card system and conduct radio checks.
* A Safety Briefing will be held at 1:25 p.m. with the moving body parts through the morgue.
* Tracee McIntosh is developing a new DART documentation processes since during previous exercises items such as photographs or handwritten notes were lost.
	+ Darin Page all records might need to be turned over to law enforcement agencies (such as the FBI), since Chain of Custody protocol needs to be followed.
	+ Dr. Berman questioned the differences for the collection of evidence between agencies for a natural disaster vs. a criminal disaster.
	+ Testing the data collection and the transfer of materials will be part of the exercise since this has never been completely practiced before.
	+ Final paperwork will be locked away once an activity is complete.
	+ All documents will be cross referenced and include labeling from the DART grid. With the possibility of 100’s of body parts, the VIP number will a body part number. The first number is the grid number and the second number the body part number. Numbers will be written on the VIP form filled and sent with the remains.
	+ The data linking process has never been practiced before and will be practiced during the full-scale exercise next year.
* At 1:30 p.m. the T-card inventory check out process will begin.
	+ At 1:35 p.m. Larry plans to have a supply inventory demonstration on how replacement inventory is ordered.
* At 1:50 p.m. the Remains Management Chief may have an emotional breakdown, which will create a staffing shortage and demonstrate how key staff changes are made.
* Does the MIC/VIC plan to have a demonstration station display processes?
	+ Yes, Rick will set up a demonstration area using pre-filled forms on a big screen.
	+ The demonstration can be shared through cell phones like Linda Scott did during a recent MI-TESA exercise. Larry Zimmerman can run the camera.
	+ Rick Drummer suggested displaying forms and steps needed to complete forms.
	+ The process will be staged well.
* At 2:05 p.m. the exercise continues without an emergency declaration (which would open resources).
	+ The activation could realistically run for three days.
	+ What are the next steps?
	+ Discussion continued on actions, on what to do for staffing for instance.
	+ Local and state resources may already be available before the declaration is made or discussed with staff on the scene.
* At 2:30 p.m. the demobilization process will begin.
* At 2:45 staff will return to the general session
* At 3:00 p.m. the Hot Wash will begin.
* Larry needs a better understanding on how paperwork will move through the morgue.
	+ The Remains Management section will receive information from the DART with grid numbers and body part numbers, such as A1-1.
	+ When supplies are brought into the morgue it is assigned a morgue reference number by the VIP Morgue Reference Number (MRN).
	+ Paperwork will be packed with the body or body parts and given a tracking number, which will be displayed on every page.
	+ The body goes from section to section and each section fills out a page and signs each page. After each section is signed, it will be given to back to the tracker to move to the next station.
	+ In the MIC data is entered into the VIP system and the paperwork is filed in cabinets.
	+ Paperwork is given to the ME where the information is stored.
* Larry asked whether the DART team gives information to the Remains Management section who assigns a tracking number in a pre-designated form to begin the process.
* The VIP system will be placed at the beginning of the morgue entrance with the first number generated by Remains Management.
* The VIP the assigns a number. Rick Drummer said the VIP system automatically generates numbers in numeric order, which cannot not be edited. Rick said it is important to understanding the numbering system or things could be messed up.
* A discussion on the triage process and numbering system was discussed. This numbering process depends on the number of items to be processed.
* Personal effects are monitored by law enforcement or the ME’s office.
* Larry questioned that during this exercise for this exercise will a full body or body parts be used.
* Tracee plans to use Mobile ID to identify bodies or body parts before they are frozen.
* A discussion was held that on the morgue diagram found on page 38 of the Standard Operations Manual.
* Rick Drummer discussed the paperwork and matching process in the MIC. Brook Babcock said the MIC/VIC process will need to be on the same computer.
* The Family Assistance Center (FAC) should be mentioned during the Ryan Wilkinson’s VIC presentation.
* If there are any other exercise suggestions, please contact Larry Zimmerman or Jessica Gould so this can be added to the exercise plan.
* Larry hopes to have a polished exercise template ready to present during the April 23, 2020 Command Staff meeting.

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| **Action Item** | **Owner(s)** | **Deadline** | **Status** |
| Annual Budget | Theresa Grabinski/Tim Schramm | As soon as possible | Finalize 2020 budget and discuss reimbursement rates |
| Coronavirus CoV19 Discussion  | Jessica Gould | As soon as possible | Provide updates on state activities |
| MI Volunteer Registry | Tori Arnold | As soon as possible | Provide updates on MVR activities |
| 2020 MI-MORT Training and Functional Exercise | Larry Zimmerman | As soon as possible | Provide activity updates on May 8, 2020, MI-MORT Training and Functional Exercise planMVR to send out invitationBETP to provide updates on activities or if event is postponed or cancelled due to activities related to the Coronavirus |