**MI-MORT Meeting**

**February 28, 2019**

**10:00 a.m. – 2:00 p.m.**

**Meeting Minutes**

**Attendance:** Victoria Arnold, Brook Babcock, Dr. Gary Berman, Kesha Dixon, Rick Drummer, Jerry Ellsworth, Dr. David Foran, Lou Hunt, Patti Lyons, Tracee McIntosh, Brian Murphy, Amber Pitts, Eric Pratt, Dr. Maureen Schaefer, Tim Schramm, Roger Simpson, Katrina Steinsultz, Jennifer Lixey Terrill, Ryan Wilkinson, Larry Zimmerman

**Discussion:**

**Introductions**

* The MI-MORT command Staff introduced themselves to the two new BETP staff members:
  + Eric Pratt, is the new Information System Sharing and Exercise Planning Specialist
  + Victoria (Tori) Arnold, is the new MI Volunteer Registry and MVR Coordinator

**Lou Hunt Command Staff Update**

* Lou Hunt updated last month that he planned to retire from his position with the Kent County Sherriff’s department, but applied for a new position and received it.
* After starting his new position Lou realizes he needed to take a step back from serving as DART Chief.
* In a year or so once everything has settled, he will determine if he can resume his position with the MI-MORT Command Staff.

**MI-MORT Packing Party**

* Tim Schramm updated the approximate $55,000 funds requested from BETP to purchase supplies has been received by the Michigan Funeral Directors Association (MFDA).
* Tim is working with Katrina Steinsultz to purchase the X-ray machine.
* All supplies need to be received prior to scheduling the MI-MORT Packing Party, hopefully in April 2019.

**MI-MORT Operational Plan Revision Discussion**

* Jennifer Lixey Terrill distributed the updated MI-MORT Standard Operational Plan (SOP), which was consolidated to 57 pages, along with each section attachment.
* Jennifer reported she made no updates to the SOP but did revise the attachments that were submitted to her. She did not receive any updates from three sections: Logistics, Planning and Command.
* Once the documents are finalized, they will be reviewed by Amber Pitts, Jay Fiedler, and Linda Scott. Once approved the document will be converted into a PDF and uploaded to the MI-MORT website.
* The Table of Contents will be added once the plan is finalized.
* Eric Pratt questioned whether the Operational Plan would be added to the State Mitigation Plan. Jennifer Lixey Terrill updated this was not necessary, but that MSP will receive copies of the plan for their files.
* The State Hazard Mitigation plan is 900 pages. Jennifer provided an update on the plan’s contents.

**Environmental Checklist Discussion**

* The Environmental Checklist was reviewed during the meeting.
* Jennifer updated that some sections may not apply for MI-MORT.
* Jennifer questioned how this document should be reviewed, and suggested a subcommittee be formed to review the document.
* After discussion, it was determined that Ryan Wilkinson, Rick Drummer, and Lou Hunt would form a subcommittee to review the document. Review will take place via conference calls, and Jennifer will schedule the meetings.
* Rick Drummer said the checklist is tailored more for patient care.
* Tracee McIntosh said there is a separate list for DART, which she will share with Jennifer.

**Trailer Transportation Discussion by Jerry Ellsworth**

* Jerry Ellsworth updated that there was a meeting with the Department of Corrections where it was determined that Corrections will assist with moving the ten (10) MI-MORT trailers in future exercises and events.
* All the components will be discussed further with the Department of Corrections and added to the final transportation plan.
* A Letter of Support will be initiated according to Jennifer Lixey Terrill. The letter will be generic and may include other teams. A partnership with the Department of Corrections will be an important addition to the transportation and logistics of MI-MORT.
* The trailer transportation section may not be an attachment but a reference.
* Jerry Ellsworth updated that each Corrections site needs to be coordinated with location and what teams are available, so there are more details to be worked out.
* Jennifer updated that Corrections have a vast amount of resources, such as 89 prisons. During the Flint Water Response, the main staffing resource for the warehouses were Corrections staff who distributed water.
* Corrections Officers are given directives, which will make it easy to assist. Corrections Officers are also armed and are placed all over the state.

**Financial Status Report Update**

* So far, the MI-MORT Command Staff have spent just a little over $2,000. Tim distributed an updated financial statement.
* Katrina Steinsultz was questioned during the meeting whether it would be possible to complete a Purchase Order for the X-ray equipment or if MDFA could send a check, which would speed up the process of spending allocated funds.
* Tim and Katrina will discuss the purchase following today’s meeting.

**Michigan Mission Ready Packages for DPMU**

* Jennifer provided an update on the Michigan Ready Packages, which will be needed to request DART and DPMU resources.
* A training is planned for Mission Ready Package set-up at the MSP training center.
* Packages for Behavioral Health teams and MI-TESA resources are tabled until training is established.
* Expenses for training will be written into the BP1 application, which begins in July 2019.
* Tim Schramm plans to attend the MSP exercise on March 19.
* Have a MI-MORT Michigan Ready Package developed will assist with resource sharing requests and with the bidding process, if requested.
* Amber Pitts provided an update on the BP4 Region V Ebola Transportation and Coordination Exercise held on February 26, 2019 with five states, EMS, hospitals and air transportation agencies.
* A full-scale exercise incorporating airports, crematories and Tier 1 and Tier 2 hospitals is planned for the spring of 2020 to make sure facilities are ready for Special Pathogens, such as Ebola and other outbreaks such as measles.
* There are about 10 crematories in Michigan participating in the SPRN. Tim suggested working with crematories that are efficient. Amber updated there are about 1-2 crematories in each region currently on the list. Crematories are sent annual verification letters by BETP.
* High Level Special Pathogen training will be conducted April 26, 27 and 28, 2019, in Indiana with Region V on morgue operations only.

**EMResource Demo by Rick Drummer**

* Rick Drummer provided a demonstration on EMResource, which is part of the Juvare system.
* Hospital partners use the system to indicate whether beds are open or closed, how many beds, and what type of bed is available.
* Hospitals receive alerts through the MIHAN, which is exercised every month.
* Each hospital has a staff member who has access to the system, which can be accessed every hour.
* Juvare creates customized templates based on requests, such as the H1N1 incident.
* MI-MORT can also be added to eICS platform, which could be used for incidents. Names and email communications can be added. The systems can also track who is on each team.
* EMTrack is used to track patients during an incident such as the location of a patient who was transported by ambulance to a hospital. Eric Pratt updated that EMTrack has been used for marathon races and could be set up based on the incident. The system tracks by barcodes. Region 2N and Region 2S don’t use EMTrack daily, Region 6 uses daily. The program is web based.
* Jennifer Lixey Terrill updated triage tags were donated to MSP, using the SALT system. There are about 10 tags in each set with barcode numbers associated to the same person. The system is similar to Excel.
* MI-MORT will work with Eric to develop a template.
* Rick Drummer discussed using EMResource with Juvare who said the system will work with MI-MORT.
* Brook updated that not all MI-MORT computers have internet access due to security, but security could be adjusted. Funding to update systems will need to be added during the next budget period. Training on the system could be provided and would take about 15 minutes.
* Jennifer questioned whether MI-MORT staff could use IPads instead of laptops. It would be doable, but the screens are smaller.
* The system will provide real time tracking on both living and deceased patients during a mass fatality incident.
* Rick said one issue with the current VIP system is the numbering is confusing. Brook said it may also be confusing to run two different systems since both systems will need to be up to date and track numbers manually to properly work. Forms should follow the function.
* Barcoding may be assigned to a person or body part prior to the MI-MORT team arriving at the scene. If EMResource/EMTrack is used it would be an additional tracking method.
* Site recovery numbers could be input into the VIP system.
* NamUs is a system for Critical Information entry and reunification of the deceased.
* Dr. Gary Berman sent the following information regarding NamUs during the meeting:
  + National Institutes of Justice (NIJ) and NamUs program have been meeting with major stakeholders across the country to determine needs and high level requirements for a web-based tool to support our major constituents, including the public, criminal justice and medico-legal professionals, in the event of a [critical incident](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Funthsc.us18.list-manage.com%2Ftrack%2Fclick%3Fu%3D6f802d49d07c65bef556180ed%26id%3Df0d9cc6fda%26e%3Dc57e82e417&data=02%7C01%7CLyonsP2%40michigan.gov%7C6d5fbc8509914ce5143308d69d9a3410%7Cd5fb7087377742ad966a892ef47225d1%7C0%7C0%7C636869682950419752&sdata=RIprLpQ5tKJK7iwZYRb%2BR%2Fv2TPGow0PIpW4UJQ1%2F08w%3D&reserved=0).  
      
    We now have a high level draft of proposed features and functions for what we are calling “NamUs for Critical Incidents”.  You are receiving this email because we need your feedback. First, we would like to introduce you to the high-level features that we are proposing for NamUs for Critical Incidents. Second, we are following best practices by again validating needs and re-checking the assumptions made during the process.  
      
    Please help inform our next steps.  Please take a few minutes to visit the NamUs for Critical Incidents informational website which includes features and mock-ups at [https://namusci.squarespace.com/](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Funthsc.us18.list-manage.com%2Ftrack%2Fclick%3Fu%3D6f802d49d07c65bef556180ed%26id%3D9bfaeb8929%26e%3Dc57e82e417&data=02%7C01%7CLyonsP2%40michigan.gov%7C6d5fbc8509914ce5143308d69d9a3410%7Cd5fb7087377742ad966a892ef47225d1%7C0%7C0%7C636869682950429766&sdata=%2Fm2q8eiIJfAA2eymBKIoww8lX%2B%2FEogHD1Muc3nNzvQ0%3D&reserved=0), and complete the 2019 Needs Assessment on the website.The questions included in the Needs Assessment should take less than five minutes to complete.  
      
    We value your opinion and your time in helping us provide the tools and services that meet the needs of our NamUs community.    
      
    Please contact Emily Craig ([emily.craig@unthsc.edu](mailto:emily.craig@unthsc.edu)) or Lynley Dungan ([lynley.dungan@unthsc.edu](mailto:lynley.dungan@unthsc.edu)) with any questions or concerns.  
    System in management for incidents in real time. (Get from Jennifer).
* The MI-MORT recovery system would be so much simpler using barcoding.
* Brook suggested contacting Greg from FEMORS on which process other incidents have used.
* Ryan Wilkinson said the numbering system needs to be solved, which is one area that needs to be fixed, based on the last exercise.

**MI-Volunteer Registry Discussion**

* Victoria Arnold asked what the MI-MORT team might need?
* Answer: More manpower for the various teams.
* Tim Schramm updated that staff would depend on the deployment. Tim feels there are enough MI-MORT members available for short deployments, but for 14-day deployments there aren’t enough.
* Medical Examiners, Behavioral Health Professionals and other staff members will work with the MI-MORT team in the MIC. There is no ideal number for deployment.
* Federal (DART) numbers are once again expanding due to recent incidents such as hurricanes and flooding.

**Information System Sharing and Exercise Planning Discussion**

* Tim Schramm asked Eric Pratt to research what other systems might work for the MI-MORT team. Eric will explore other systems.
* Since the Command Staff oversees exercises, Tim suggested we could use help exploring other systems.
* After Eric reviewed the Multi-Year Training and Exercise Plan template developed by Larry Zimmerman, Eric asked what training/exercise sessions he could assist with.
  + Ryan Wilkinson and Rick Drummer will conduct a VIC/MIC training in the fall of 2019.
  + April 2019 will be the Repacking/Reorganization Trailer event where inventory will be updated and improved.
* The Multi-Year Training and Exercise Plan was just distributed and introduced last month, so the team will review.
* Larry Zimmerman plans to assist the MI-MORT team in some capacity moving forward. Perhaps in the Behavioral Health section.
* Exercise planning has improved over the last three years, but updates are still needed, such as the importance of keeping volunteers engaged.

**2020-2021 Full Scale Exercise Discussion**

* Ryan Wilkinson suggested hosting the next Full-Scale Exercise in Eaton County, which is a rural setting. Ryan suggested Olivet would be an excellent area.
* Question was asked on what facilities are available to use for the exercise. Ryan suggested the Armory, which would be perfect since it is close to the airport.
* Delta Township could be used for lodging.

**2019 National Guard Exercise Discussion**

* Lt. McQueen invited the MI-MORT team to attend a full-scale exercise that will be hosted with multiple cities.
* Tracee McIntosh will ask Lt. McQueen for an update.
* The exercise incident was a mass fatality incident with first responders being overrun. The exercise will include the Department of Defense and 40,000 National Guard soldiers.
* Amber Pitts thought the exercise would be conducted in Detroit in August 2019.
* MSP will be conducting a nuclear tabletop exercise on March 19,2019, followed by a functional exercise on April 29, 2019. Larry Zimmerman will share details at the next meeting.
* Larry Zimmerman and Tracee McIntosh will contact Lt. McQueen for details, but Tim Schramm suggested Command Staff should attend as observers.
* Larry Zimmerman suggested that MI-MORT Command partner with MSP and the SEOC for an exercise planned for 2020.
* Amber Pitts proposed MI-MORT Command Staff request $25,000 be added to the BP2 Cooperative Agreement for the next Full-Scale exercise planned for 2021.
* Larry suggested MI-MORT conduct a functional exercise in 2020, which would not cost as much as a full scale to test run with Eaton County exercise and practice the communication piece.

**Out of State Volunteer Discussion**

* Dr. Berman asked if a volunteer could sign up to join the MI-MORT team from another state.
* Victoria Arnold checked with Susan Puls following the meeting who confirmed that it isn’t a problem for the MI-MORT team to have out-of-state volunteers. Eric Pratt felt that it was possible through the Emergency Management Assistance Compact (EMAC).
* Victoria Arnold said out-of-state volunteers could join by selecting the closest county in Michigan.
* Tim Schramm thought Workman’s Compensation was applicable for out of state residents.

**Action Items:**

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| **Action Item** | **Owner(s)** | **Deadline** | **Status** |
| **MI-MORT Packing Party** | MI-MORT Command Staff | 4/2019 | Equipment ordering in process |
| **MI-MORT Operational Plan Revision Discussion** | Jennifer Lixey Terrill | 3/30/2019 | In process |
| **Environmental Checklist Discussion** | Jennifer Lixey Terrill | Chair conference call meetings with subcommittee and update document. 3/5/2019 | Schedule conference call with subcommittee |
| **Trailer Transportation Discussion** | Jerry Ellsworth/Amber Pitts | Establish MOU with Corrections and develop procedures. 5/1/2019 | In process |
| **Michigan Mission Ready Packages for DPMU** | Jennifer Lixey Terrill | Provide assistance with creating Michigan Mission Ready Packages | In process |
| **EMResource/Platform Updates** | Eric Pratt | 3/28/2019 | In process. Work with Juvare on potential new template. |
| **2019 National Guard Exercise Discussion** | Tracee McIntosh/Larry Zimmerman | Provide updates on 2019 National Guard Exercise. 3/28/2019 | In process |
| **MI-Volunteer Registry Update** | Victoria Arnold | Provide updates on MVR outreach. 3/28/2019 | In process |