**MI-MORT Command Staff**

**March 28, 2019**

**10:00 a.m. – 2:00 p.m.**

**Meeting Minutes**

**Attendees:** Tori Arnold, Brook Babcock, Dr. Gary Berman, Kesha Dixon, Rick Drummer, Jerry Ellsworth, Dr. Todd Fenton, Dr. David Foran, Jessica Gould, Jennifer Lixey Terrill, Patti Lyons, Tracee McIntosh, Amber Pitts, Tim Schramm, Roger Simpson, Katrina Steinsultz, Ryan Wilkinson, Larry Zimmerman

**Discussion:**

**Introduction of Jessica Gould**

* Amber Pitts introduced Jessica Gould to the team. Jessica previously was a Mass Fatality planner for the State of Alaska for five years, providing education and outreach within rural communities.

**New Equipment Request Update/Financial Status Update**

* Tim Schramm distributed a copy of the monthly financial report.
* The recent distribution of $56, 947 was made to the Michigan Funeral Directors Association (MFDA) toward the purchase of new equipment.
* The process to purchase the new X-ray machine through Katrina Steinsultz has been started. The new machine and equipment, which includes an x-ray table, software, hardware, and plates will be stored at Michigan State University (MSU).
* Jerry Ellsworth is purchasing new batteries, having the trailer logos updated with MI-MORT and DART logos, the old logos removed, and having the new DART trailer awning installed.
* Other equipment items, such as DNA supplies, have been ordered but not yet received.
* The X-ray machine requested for the Dental team will be purchased later through Emergency Management Homeland Security Division (EMHSD) grant funding. Dental x-ray machine specifications will be shared with Jennifer Lixey Terrill.

**Packing Party Logistics/Update**

* Bill Funk was planning to attend today’s meeting, but a prior commitment delayed his return to discuss the MI-MORT Packing/Organization Event.
* Tim Schramm will check with both Bill Funk and Bob Gilbert to be sure they can attend the April 25 or June 27 Packing/Organization Event.
* Jerry Ellsworth is not available in May to assist with moving the trailers due to MEDDRUN/CHEMPACK statewide deliveries. Jerry proposed conducting the packing event on June 27, 2019. Maureen Schaefer is not available on June 27, 2019.
* Jerry will work with Jessica Gould on a review of the MI-MORT equipment.
* On April 25, 2019, there will be a regular MI-MORT Command Staff Meeting at MFDA in Okemos to discuss the June 27, 2019, Packing/Organization event.
* DART would like to conduct a separate DART logistic training. This training needs to be conducted by the end of June. Jerry will move the Push Pack trailers from Terminal to Filley, if needed. Jerry Ellsworth is available to assist with the DART training the week of June 3-7, 2019. Tracee McIntosh will include Jerry Ellsworth in emails to establish a training date.
* Refreshments will be needed for both packing and training events.
* Tracee McIntosh updated that tentatively on April 22, 2019, there is an MSP Drone exercise. Tracee will provide a definite date to the team as soon as possible.
* Inventory improvements and Just-in-Time processes need development.
* Resource requests should first go to Local Emergency Managers and then to the Community Health Emergency Coordination Center (CHECC) or SEOC.
* The MI-MORT equipment inventory system is in Excel and is accessible on one computer. Brook will review the system and research a new inventory system. Markus Neuhoff suggested using RFID tags with stickers and larger badge readers to track people and equipment.
* DART needs an on-site thumb drive and computer.

**Michigan MI-MORT Multiyear Training and Exercise Plan Discussion**

* Larry Zimmerman reviewed the Michigan MI-MORT Multiyear Training and Exercise plan for the period of July 1, 2019, - June 30, 2020.
* Larry said there are funding exercise requirements to meet or funds may be withheld.
* Amber said the gaps from the 2018 full scale exercise need to be address as soon as possible.
* Each year, MFDA receives $10,000-12,000 from the state for MI-MORT. Any funds above that amount need to be written into the Cooperative Agreement.
* Amber said BETP is reviewing the five-year Cooperative Agreement and may conduct a large full-scale exercise with MI-MORT, MI-TESA, MEDDRUN, Special Populations, with a pediatric component in the Spring of 2021. Dr. Berman said exercising with other teams and components would make the exercise more realistic. A suggested date to conduct the full-scale exercise was the third week in May of 2021.
* The Cooperative Agreement is due May 2019.
* Conducting tabletops in between the full-scale exercise would be wise.
* The Packing/Organization event will assist with the plan.
* The location in Eaton County for conducting the full-scale was discussed. It would be a great location because of its proximately to Lansing for moving the trailers. Ryan Wilkinson said if Eaton County is selected there would be a great support system in place.
* Lou Hunt could be an evaluator or observer for the 2021 exercise.

**2018 Full Scale Exercise After Action Report (AAR) Improvement Plan Discussion**

* Larry Zimmerman reviewed the 2018 Full Scale Exercise AAR line by line.
* During the meeting Larry highlighted completed items in green.
* Request and activation from the Medical Examiners (ME)s and Emergency Managers (EM)s represents a gap. Training for the request process is needed.
* A question on what constitutes an overwhelming event. Higher populated areas have a larger capacity than rural counties, in general.
* If training is scheduled for MEs, the location of the Michigan Association of Medical Examiners (MAME) office was suggested. Jessica Gould would like to be involved during the training process.
* Jessica Gould asked that when an incident is criminal, how is MSP involved? She said this question comes up every time and may be a good opportunity to schedule a conversation.
* Amber said BETP is working on an activation, education, training and marketing plan with all units to develop a presentation video by Larry Zimmerman. This one-hour training module is needed for local emergency mangers, Healthcare Coalition Coordinators and other partners. Jennifer suggested creating a short webinar on the topic with all units involved.
* Tracee McIntosh sent a DART recruitment letter to fire and police agencies today to recruit new members. Tracee will send a copy of the letter to Roger Wilkinson.
* Amber questioned the audience and goal for the MI-MORT website. Markus Neuhoff wants to be involved with improvements made to the MI-MORT website.
* The transportation process for moving MI-MORT trailers was discussed.
	+ A discussion was previously held with the Michigan Department of Corrections.
	+ The transportation plan will be finalized by Linda Scott and the Department Head for the Department of Corrections.
	+ Maps of various prison locations was shared.
	+ Jennifer Lixey Terrill suggested getting a Letter of Support from DOC.
	+ A Governor Declaration could begin the process for moving trailers with the Department of Corrections since resources will be available if a declaration is issued.
	+ Jennifer is working on a Letter of Support, to include other agencies such as MSP and MDHHS. Larry highlighted the transportation plan in green since updates to this section are being planned.
* Larry Zimmerman will develop a Corrective Action Plan and share AAR suggestions with the Command Staff.
* Larry questioned when the check-in/check-out tracking equipment tool will be completed. Bob Gilbert and Bill Funk are researching a formal document for inventory requests. Tim Schramm updated there is a three-page MI-MORT document for making resource requests with a 1-800 number on the MI-MORT website that he was not aware was still active. This document was written 8 years ago. Jessica will review for updates.
* The system for requests through the SEOC and CHECC was discussed. If resources are needed, the requests go through Local Emergency Management first. A flow chart or checklist for making resource requests through a tabletop exercise was suggested. The CHECC is a coordination center and not a resources center.
* Creating a sign in and sign out lists for staff in each section was discussed. Each section will need to know where team members are always during an event. For instance, in the event the roof blows away, to ensure all staff got out safely. DART has a staff sign in sheet that is filled out in the morning and in the evening. Dr. Berman said that in the morgue, paper can get contaminated. Sign in and sign out sheets are also needed to track staff hours. Brook Babcock suggested creating a punch card system or a sign in and sign out system that can be placed on the server, which will require additional computers.
* Markus Neuhoff said the Search and Rescue team uses two IDS for each staff member. Cards are placed on a table to alerts which staff are still in the building. Cost of badges is .05 each.
* Roger said that during Katrina sign in and sign out sheets were developed by Logistics. Tracee McIntosh uses a white board to track DART staff. Using an ID card holder was discussed. Larry will highlight this action in yellow and it will be discussed further in the future.
* Establish a law enforcement recruitment letter, which has been sent, was highlighted in green.
* The MI-MORT Standard Operating Manual is being updated and was highlighted in green.
* A marketing article was recently published in the MFDA magazine, and the marketing MFDA table is under construction.
* A system to transport and store the new x-ray equipment is under development by Katrina Steinsultz.
* The reverse fingerprinting section in the MI-MORT Standard Operations Manual was a surprise to Tracee McIntosh. The photography section in the VIC may need a special camera. Tracee may remove or edit this section as needed. All evidence materials may end up in the ME section.
* Larry suggested practicing the transfer and storage of information during a tabletop exercise along with other logistical items such as developing a checklist or flowchart process. Process can also be practiced during the packing organizational event. Tim suggested creating an exercise plan to include instituting forms, creating an overall log, a system for recruiting volunteers, and making sure all forms are updated. DART has their own forms, which Tracee McIntosh will share with Jennifer Lixey Terrill to add as attachments to the MI-MORT Standard Operations Manual.
* The process to identify outdated equipment will be conducted during the Packing/Organization event, all inventory except for the dental x-ray machine.
* Brooks Babcock will update computer software prior to the Packing/Organization event.
* The VIC/MIC section has ongoing training issues. A training tabletop will be conducted in the fall. VIC/MIC forms will be printed will be printed through Just in Time since updates are continual. The outcome from the last FEMOR’s exercise will be reviewed.
* Updates to the VIC interview process is needed to ensure a sufficient level of Behavioral Health staff for the Family Assistance Center (FAC). During the last full-scale exercise, some VIC staff felt unqualified to discuss situations with families and felt Funeral Directors might be a better fit to communicate with families. Communication processes might differ depending on the ME.
* Jennifer Lixey Terrill suggested staff attend a training offered through the National Crime Victims Advocacy program, which will have 300 volunteers with a background in Social Work or faith-based organization trained under NOVA.

**Upcoming Training or Conferences**

* The MFDA convention will be held June 3-6, 2019 in Port Huron.
* On May 7-9, 2019 Tim Schramm will make a presentation during the Great Lakes Homeland Security Conference in Grand Rapids.
* On August 13-15, 2019, there will be a Dense Urban Terrain tabletop. Tim Schramm will attend.
* Mission Ready Packages, meeting will be conducted on July 17, 2019, with state and federal agencies in Lansing.
* Jennifer Lixey Terrill will present during the August Crime Victims Advocacy conference in Arizona.
* VIC/MIC training in late October at the Leona Training Center in Okemos. Ryan Wilkinson will set a date soon ad share information.
* Dr. Berman made a request for a donation for the dental conference speaker flight. Last year $400 for the speaker flight was donated from MI-MORT funding.
* Larry Zimmerman will develop a functional exercise and will share budget information with BETP.

**Pediatric Conference Update**

* Amber Pitts updated that a Pediatric Conference sponsored by BETP will be conducted on June 18, 2019, at the Lansing Center.
* Amber will share a Save the Date Flyer with the team.
* Admission is free.

**Crime Victim Advocacy Program Discussion**

* Jennifer Lixey Terrill will share dates for the Crime Victim Advocacy Program trainings with the team.

**Nuclear Tabletop Discussion**

* Tim Schramm provided an update on the Nuclear tabletop with the Michigan State Police (MSP) he attended last week with PIOs, MSP, and other local government agencies.
* During the tabletop, Tim provided an update on the MI-MORT operations and answered questions. There were lots of lessons learned across the board on communication pathways. The exercise scenario took place on I-94 and I-75 in southwest Detroit.
* The DOD was involved during the last three days of the exercise, while MI-MORT was involved the first day.
* Tim was very grateful for the opportunity to attend and view firsthand the interaction with all the agencies. About 70-80 participants attended.
* The next MSP exercise is planned for April 29-May 3, 2019, in Lansing.
* Tracee McIntosh provided an update on the PPE used during the exercise by MSP staff. The HazMat team advises what type of equipment to wear due to dirt and dust contamination of the deceased. Legal issues on washing the deceased was discussed.
* DMORT is conducting their annual training on April 26, 2019, in Richmond, IN, which will be attended by Dr. Berman and Robert Simpson.

**Environmental Checklist Discussion**

* Jennifer Lixey Terrill said the previous version of the MI-MORT Environmental Checklist was reviewed by herself, Tim Schramm, Lou Hunt and Rick Drummer line by line and was consolidated and updated.
* If there are any other line items needing elimination from the checklist, please let her know.
* Dr. Berman asked whether this document is used for preplanning. Jennifer said it a good planning document.
* Richard Thelen was suggestion to be a Safety Officer, since there is no one currently serving in this role. DART has two Safety Officers, one for the site and one for overall safety. Katrina Steinsultz and Rick Drummer also have suggestions for the Safety Officer position. The MI Volunteer Registry (MVR) may also be used to request a Safety Officer, based on the correct skill set. Safety and information briefings are conducted daily.
* Rick Drummer suggested adding yes or no checkboxes to the Environmental Checklist document.
* Dr. Berman had a question on vaccinations and the effectiveness during an incident. Jennifer Lixey Terrill will change the language in this section.
* There is no deadline to complete the checklist, but Jennifer Lixey Terrill would like it completed soon so it can be added to the MI-MORT Standard Operations Manual.
* Jessica Gould will develop a Safety Officer procedural document.

**MI-MORT Standard Operation Manual Discussion**

* The MI- MORT Standard Operation Manual has been updated and Jennifer Lixey Terrill will share the draft document with the team.
* There are still a few adjustments to be made, such as in the fingerprinting section.
* The document will close with training and exercise requirements.
* Jennifer Lixey Terrill and Jessica Gould will work together on finalizing the Executive Summary.
* The draft document will be discussed further during the April 25, 2019, MI-MORT Command Staff meeting.

**Mission Ready Package Development**

* Mission Ready Packages are being developed by various state teams, including MI-MORT. Packages are FEMA type resource typing listing various resources and costs, including workman’s compensation.
* Ambulance Strike teams, for instance, are using out of state resources and staff.
* Asset deployment, such as the DPMU, may be requested separately by activating Mutual Aid by resource or can be pre-identified by resource.
* Jennifer Lixey Terrill provided an update on the National Coordinator Center, which provides resource solicitation assistance. Michigan is currently organizing the resource. Jennifer wants to establish a training on how to fill out the templates. One or two members of each section should attend the training. The training may be held on July 17, 2019, but a date has not been finalized. Additional details will be available soon.
* Packages are not a binding contract only a cost summary on deploying individual resources such as individual MI-MORT section teams.

**Retinal Scanners Discussion**

* Facial reconnection might be considered.
* Retinal scanners may be available through MSP. Scanners are not a recognized form of identification yet per Tim Schramm.
* Tracee said the scanners uses face recognition especially in the eye areas.

**Disaster Identification Workshop – May 19,2019**

* A Disaster Identification workshop will be held on May 19, 2019.
* Tracee McIntosh will share information.

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| **Action Item** | **Owner(s)** | **Deadline** | **Status** |
| New Equipment Request Update/Financial Status Update | Tim Schramm | Monthly | Provided monthly financial updates and order equipment by June 30, 2019 |
| Packing Party Logistics/Update | All | June 28, 2019 | Attend Packing Party and inventory reorganize and inventory trailers by team |
| Michigan MI-MORT Multiyear Training and Exercise Plan Discussion | Larry ZimmermanTracee McIntoshLarry Zimmerman | As soon as possibleAs soon as possibleAs soon as possible | Develop Exercise and Training VideoSend Roger Simpson recruitment letterWill develop a Corrective Action Plan and share AAR suggestions with the Command Staff. |
| Conduct VIC/MIC Training | Ryan Wilkinson | October 2019 | Schedule a training date |
| Finalize trailer transportation with Department of Corrections | Linda Scott/Jerry Ellsworth | As soon as possible | Develop plan with Head of the Department of Corrections |
| Develop Staff Check in Check Out FormsTracee McIntosh to share DART forms with Jennifer Lixey Terrill to add as attachments to the Mi-MORT Standard Operations Manual. | AllTracee McIntosh/Jennifer Lixey Terrill | As soon as possibleAs soon as possible | Develop FormsAdd DART forms to MI-MORT Standard Operations Manual |
| Practicing the transfer and storage of information during a tabletop exercise along with other logistical items such as developing a checklist or flowchart process, instituting forms, creating an overall log, a system for recruiting volunteers, and making sure all forms are updated. | All | As soon as possible | Attend tabletop exercise once developed |
| Crime Victim Advocacy Program Discussion | Jennifer Lixey Terrill | As soon as possible | Share dates of trainings |
| Mission Ready Packages | Jennifer Lixey Terrill/All | July 17, 2019 | Attend Workshop on July 17, 2019 to learn template, which will help create MI-MORT Mission Ready Packages |
| Pediatric Conference Update | All | June 18, 2019 | Attend conference on June 18, 2019 |
| MSP Exercise Dates | Larry Zimmerman/Patti Lyons | As soon as possible | Share exercise dates. Appointments will be added to MI-MORT Command Staff calendars. |
| Environmental Checklist Discussion | Jennifer Lixey TerrillJessica Gould | As soon as possible | Update checklist and add to MI-MORT Standard Operations ManualDevelop Safety Officer procedures |
| MI-MORT Operations Manual Discussion | All/Jennifer Lixey Terrill | April 25, 2019 | Finalize MI-MORT Operations Manual |
| Disaster Identification Workshop – May 19,2019 | Tracee McIntosh | May 19, 2019 | Share workshop information with the team |