**MI-MORT Command Staff**

**April 25, 2019**

**10:00 a.m. – 2:00 p.m.**

**Meeting Minutes**

**Attendance:** Tori Arnold, Brook Babcock, Dr. Gary Berman, Jerry Ellsworth, Dr. Todd Fenton, Dr. David Foran, Bob Gilbert, Jessica Gould, Tracee McIntosh, Brian Murphy, Amber Pitts, Eric Pratt, Dr. Maureen Schaefer, Roger Simpson, Tim Schramm, Jennifer Lixey Terrill, Larry Zimmerman.

Guests: Scott Blanchard, Krystal Howard Michael Ranson, Jeremy Slavish

**Retinal Scanners Presentation by the Michigan State Police (MSP)**

* Discussion was held by Michigan State Police (MSP), on a victim identification method utilizing facial recognition that may be useful within a few hours following a mass fatality incident.
* Retinal Scanners are easy to use but expensive. This system uses algorithms that focus on the eye area.
* Getting fingerprints from a deceased victim may be difficult depending on the condition of the remains.
* Tim Schramm provided an overview of MI-MORT (MI Mass Fatality Response Team), stating the team is a volunteer organization consisting of members of Michigan State University (MSU), Western Michigan University (WMU), Dental Pathologists, Funeral Directors, law enforcement agencies, and State of Michigan staff.
	+ MI-MORT provides humans remain recovery through the DART section; storage and identification through the morgue stations, which also includes fingerprinting, dental DNA, anthropology and radiology staff who provide scientific evidence to local Medical Examiners (ME).
	+ The collected evidence is sent to the VIC/MIC sections that interviews victim families and collect evidence. Data is entered in the VIP federal program to assist in identifying human remain with MEs prior to transferring the remains to funeral homes.
	+ MI-MORT in summary is a find, identification and release team.
* MSP presented to the command staff the mobile fingerprinting and facial recognition systems, which has access to large databases. MSP has made a request to the FBI to share their databases as well. Jennifer Lixey Terrill asked whether during an emergency, MSP can make a request to the FBI to search their data base on behalf of the MI-MORT team if the SEOC was activated. This process is under review. Tracee McIntosh said MSP field services has access to AFIS data.
* MSP has access to 200 scanners during a mass fatality event. Tracee McIntosh said field service scanners were used by fingerprint examiners to compare evidence during the 2018 Full Scale exercise.
* Dr. Berman questioned whether MI-MORT might have access to databases or if MSP would go to people’s homes to collect evidence to make an identification. Tracee McIntosh said MSP has a process in place for verifying collected evidence prior to turn it over to local jurisdictions for processing.
* Facial recognition software uses evidence and compares evidence through driver’s license software which has a huge database of over 50 million images and has come a long way throughout the years.
* MSP is in the process of upgrading the two current algorithms to include a third using the FBI algorithm. Photoshop can be used to clean up images prior to making identifications.
* Discussion began on evidence collection and facial recognition turn-around time. With two staff working in the identification unit, processing may take 24 to 48 hours. If marked urgent and with a clean image the identification may take as little as 10 minutes per person.
* The identification method recommendation was to conduct fingerprinting recognition first and then facial recognition.
* Discussion continued on the recognition process, database size and multi-state scenarios (where information could come from to assist with recognition).
* Mobile technology is not the official certifying identification method.
* A demonstration of the system was performed.
* Discussion followed on legal issues using the facial recognition system and access to the databases.

**Michigan Volunteer Registry (MVR) Discussion**

* Victoria Arnold updated there are 237 MI-MORT completed volunteer profiles in MVR
* Tori Arnold updated that the MVR team reviewed the incomplete volunteer list and is asking for help to determine who wants to remain active.
* There are four volunteers who need to be contacted to see if they want to remain on the MI-MORT team: Amber Clemens, a PhD student will be contacted by Dr. Fenton; Bob Gilbert will contact Kimberly Holka; Brandon is a Medical Examiner, who may have difficulty attending meetings; and Jody Lynn wants to work in the pathology section (she may be the person from Madonna University) who donated the mannequin pieces.
* Susan Puls placed all necessary MI-MORT document, such as certificates, in the MVR. Susan Puls discussed with Kimberly Holka the possibility of her nursing students from Oakland University, becoming members of MI-MORT.
* Tori Arnold will review the process on engaging MI-MORT volunteers and discuss with the team ideas for keeping volunteers engaged and active.
* Tori may review the ME intake requirements in the MVR and work to reduce them.

**New Equipment Update**

* There was no financial update from Theresa Grazbinski, MFDA, this month.
* Katrina Steinsultz is working to purchase the approved radiology equipment. Katrina will have two items stored at MSU. The remainder of the equipment will be purchased prior to the June packing party.
* Tim Schramm has purchased most of the MI-MORT equipment, but there have been some delays due to issues with the MFDA credit card. All new equipment should arrive within the next month prior to the June 25, packing party. The packing party will be held at 927 Terminal, Lansing, MI instead of a Command Staff meeting.
* Bob Gilbert said the DPMU team needs 8-10 members for the packing party. An invitation will first be sent to members of the DPMU team. The suggested start time was 9:00 a.m. with an ending time of 4:00 p.m.
* Because of limited parking at 927 Terminal, volunteers may park at 1001 Terminal, Lansing, MI and be shuttled over to 927 Terminal. If overnight accommodations are needed, let Tim Schramm know so he can make arrangements.
* Following the 2018 full-scale exercise, all items were repacked in trailers, but not in the proper order. One goal of the packing party is to have all equipment separated by teams within individual trailers, with the most important items loaded at the back so that they are the first to be set up if activated.
* Jennifer Lixey Terrill questioned whether members of the Corrections staff would be needed for the packing party.

**MI-MORT Website and Social Media Discussion**

* The website (mimort.org) is temporarily out of commission due to malware, receiving a 522 error. A message will be sent out through the MI Volunteer Registry the MI-MORT is not active with another message sent when the website is again active.
* Jessica will ask Marcus Neuhoff to remove document off the website until it is updated. Marcus provided Jessica with access to updating the MI-MORT website content. Jessica will add information such as ICS 100, 200, 700 and 800 courses and links.
* Tori Arnold will update the social media links adding Facebook and LinkedIn links to the website. Tori suggested LinkedIn might be more beneficial for recruiting specialized volunteers and would make an excellent recruitment tool. Discussion continued on recruitment tools.
* A Command Staff member will be needed to update the social media website pages. Does the team want to post monthly meetings? Should upcoming activities be posted? Tori will update the volunteer recruitment side of social media but may need help adding information such as “we had a great meeting of the MI-MORT Command Staff today” information or topics of interest to show the team is active or other recruitment topics. Jennifer Lixey Terrill suggested adding equipment pictures or pictures from the packing party linking the activities to social media sites. Jessica Gould and Tori Arnold will assist with the process. Jennifer Lixey Terrill said during SEOC activities pictures of resources or equipment deployed are uploaded.
* Jessica Gould discussed the website use and purpose and suggested forming a subcommittee to make choices or provide advice on what the team would like added to the website and social media. If anyone is interested in joining a subcommittee on the website, please contact Jessica Gould at GouldJ3@michigan.gov. Dr. Maureen Schaefer agreed to be on the committee. Tori Arnold will send out a request for volunteers through the MVR as well.
* Discussion continued the recruitment and retainment of the MI-MORT membership and keeping those involved with the team. Tim Schramm is the administrative on the MI-MORT Facebook page. Dutch Nie may be removed as an administrator and Dr. Maureen Schaefer will be added as an administrator.

**Multi Year Plan and Exercise and 2018 After Action Report Discussion**

* Larry Zimmerman provided an update on the Multi-Year Exercise Plan and Improvement Plan from the 2018 Full Scale exercise.
* Larry questioned whether everyone had access to the MI-MORT Google Drive, where this document is stored. Larry asked the committee to review the document prior to the next meeting.
* The plan has areas highlighted in green, which are finalized, areas in yellow are areas that require completion. The areas in white should also be reviewed.
* The document will be posted on the MI-MORT website called the Correction Action Plan within the 2018 Exercise and Training folder. If items are not marked are completed, you are welcome to mark the task with a checkmark or highlight the section in green.
* During the next meeting Larry will review the improvement items needing completion, such as updating equipment.
* The Multi-Year Action Plan is not listed on the MI-MORT website yet but will be soon.
* Larry requested updated on some action items, such as the Crime Victim Advocacy (CVA) program. Jennifer said she will provide dates to Larry on CVA training schedule, which will be conducted monthly.

**MI-MORT Standard Operating Procedures (SOP) Manual**

* Jennifer Lixey Terrill updated the MI-MORT SOP is complete and is under review. The draft document is 55-pages with attachments. The SOP describes the plan, what each team does, an Executive Summary, which should be 10-12 pages, and can be shared with Emergency Management. This draft document will be placed on the google drive and the Executive Summary will be reviewed during the May meeting.
* It may take time for the final document to be approved. The SOP should be for members only with the Executive Summary posted for the public. Dr. Berman said other states post their SOPs. Once the entire document is approved, it will be made into a PDF and posted.
* Currently the MI-MORT SOP is an appendix of the State Mass Fatality Plan.
* By adding the Executive Summary, the plan can be shared with the Duty Officer so in the event they receive a mass fatality call. They can review the Executive Summary, which gives them the ability to know what is available and what is being asked for.
* The requesting/activation process was discussed by Larry Zimmerman. MI-MORT may be requested by any overwhelmed ME, but the activation may depend on the incident such as smaller scale incidents. Jennifer Lixey Terrill updated that the request may also depend on the need of the jurisdiction and may just be a request for a portion of the MI-MORT resource. If it is non-urgent incidents, the requesting may come through the CHECC.
* The request diagram will be placed within the Executive Summary. Jessica Gould will update MEs about the resource and the activation process.
* During the May meeting, Jennifer Lixey Terrill suggested creating an algorithm that lines up with the activation process. Jennifer and Jessica will work on the document prior to the May meeting and make sure the activation steps line up.

**Nuclear Department of Defense Exercise**

* Jennifer provided an update on the Nuclear Department of Defense exercise taking place Monday-Wednesday, May 29-June 1, 2019, at the State Police Headquarters SEOC located at 7150 Harris Drive in Dimondale.
* If interested in attending, let Larry Zimmerman know and he will share details.

**Environmental Checklist Discussion**

* Jennifer Lixey Terrill updated and reformatted the Environmental Checklist.
* Jessica Gould added clarification to the document.
* Since the Volunteer Health Assessment section seemed vague, discussion on whether to add references or if documents should be linked was discussed.
* Jennifer asked for feedback on the document from the team.
* Vaccination and person safety documents, which are in the SOP may not be needed and may be removed.
* Safety Section B may be removed.
* Roger Simpson will review and determine any updates to the facility section.

**Testing for the URI Mapping Discussion**

* Tracee McIntosh provided an update on the URI Mapping exercise which was conducted recently which provided a faster method for pulling evidence from the grid.
* For future events, MSP will use the State Police helicopter to conduct site survey evaluations prior to exercises with drone surveillance.
* Once everything is settled, DART will work with MSP aviation to get a better understanding of the different flow processes.
* Jerry Ellsworth brought the needed MI-MORT supplies for the exercise.
* Tracee McIntosh will write step-by-step instructions from the exercise and share the After-Action Report (AAR) when finalized.

**Triage Tags Discussion**

* A discussion on triage tag/barcoding was held.
* Brook Babcock updated that if pre-determined triage tags can be entered into the VIP or Medical Examiner number systems, which may result in multiple tag numbers since the VIP system already has pre-assigned numbers. A barcoding scanner may also be used.
* Brook updated that local health departments returned bar coding readers that could be donated to MI-MORT to assist with tracking.
* Since DART initiates the numbering system, any numbering system can be used
* First Responders already have triage tags in vehicles, and any system bar code can be scanned into medical records.

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| **Action Item** | **Owner(s)** | **Deadline** | **Status** |
| **Retinal Scanners Presentation by the Michigan State Police (MSP)** | MSP | As soon as possible | Provide updates on Retinal Scanners for Exercises/Activation Process |
| **Michigan Volunteer Registry (MVR) Discussion** | Tori Arnold | As soon as possible | Develop ways to keep volunteers engaged.Develop strategies for MEs activation |
| **New Equipment Update****June 27, 2019 Packing Party** | Tim SchrammMI-MORT Team | June 27, 2019June27, 2019 | Order all new equipment by June 26, 2019, Packing PartyAttend June 27, 2019, Packing Party |
| **June 27, 2019** | Tori Arnold | Prior to June 27, 2019 | Send MI-MORT Team invitations to June 27, 2019, Packing Party through MVR |
| **MI-MORT Website Overview Discussion** | Jessica Gould/Tori Arnold | As soon as possible | Update MI-MORT Website |
| **Multi Year Plan and Exercise and 2018 After Action Report Discussion** | MI-MORT Team | Prior to May 23, 2019 | Review reports on Google Drive  |
| **MI-MORT Standard Operating Procedures (SOP) Manual**  | Jessica Gould/Jennifer Lixey Terrill | Prior to May 23, 2019 | Update Standard Operating Procedures (SOP) Manual |
| **Nuclear Department of Defense Exercise** | All | May 29-June 1, 2019 | Attend exercise if available |
| **Environmental Checklist Discussion** | Jennifer Lixey Terrill | As soon as possible | Update Environmental Checklist |
| **Testing for the URI Mapping Discussion** | Tracee McIntosh | As soon as possible | Provide system updates |
| **Triage Tags Discussion** | Brook Babcock | As soon as possible | Provide equipment updates |