

MI-MORT Meeting

May 23, 2019

10:00 a.m. – 2:00 p.m.

Attendance: Victoria Arnold, Brook Babcock, Dr. Gary Berman, Jodi DeFrenn, Kesha Dixon, Rick Drummer, Jerry Ellsworth, Dr. David Foran, Jessica Gould, Mike Kieffer, Jennifer Lixey Terrill, Patti Lyons, Tracee McIntosh, Dr. Brian Murphy, Dr. Maureen Schaefer, Tim Schramm, Roger Simpson, Katrina Steinsultz, Larry Zimmerman

Packing Party – June 27, 2019; DART Packing Party – June 5, 2019

- Jessica Gould will email Bob Gilbert and Bill Funk to make sure they are attending the June 27, 2019, Packing Party.
- Tracee McIntosh updated that DART is planning a separate packing event with training on June 4, 2019, at 737 Filley, Lansing, MI and will need lunches and refreshments for the day. Tracee will send Patti Lyons the meal count. The event will take place from 9:30 a.m. – 3:30 p.m. Tracee is contacting others to get additional support.
- The packing parties will take place at 737 Filley, Lansing, MI, which is north of Grand River and MLK. It was suggested participants meet at 1001 Terminal Road to be shuttled over to the Filley warehouse since parking is limited to 3-4 cars.
- The June 27, 2019, packing party will begin at 9:00 a.m. Mileage sheets will be available at the event.
 - Tori Arnold will call about coffee and donuts donation from Dunkin Donuts in Okemos.
 - Anyone who needs housing contact Tim.
 - Patti will order lunch using Tim's card.
 - The DPMU team will need at least 10-12 core members to attend.

Financial Update

- Theresa Grazbinski updated Tim Schramm that MI-MORT spent \$4,000 from the annual budget of \$10,000 and over \$40,000 from the \$58,000 new equipment allocation. Some inventory has already arrived, with some equipment needing to be ordered, such as poles.
- The new X-Ray machine still needs storage capabilities to burn information to a CD. Brook has found six free systems that may work so he is testing them.
- Brook wants to purchase between \$2,000-\$4000 in antivirus upgrades. Tim asked Brook to call Sandy West to use the MDFA credit card.
- The awning for the DART trailer can also use the MDFA credit card. Tim Schramm will share credit card information if requested.
- DART needs to purchase 4 or 5 cable protectors for plastic cords. Other missing DART items may be purchased during the packing party.
- Any other items that need to be purchased can be reimbursed by submitting a receipt to Tim Schramm.
- DPMU inventory was updated as of the last exercise, but additional items may need to be purchased and will be determined during the June 27, 2019, Packing Party.

MI-MORT Google Drive Demonstration

- Brook Babcock demonstrated login and use of the MI-MORT Google Drive
- Discussed access to Google Drive (contact Tim Schramm or Jessica Gould for access). Once in Google, access to documents used during incident/exercise.
- Log into Google, then, the nine little dots at the top will open and provide access to other areas of the site, such as calendar, Drive, etc.; documents are all filed under the Google Drive.
- DPMU inventory is listed by date, with most recent at the top.
- 2015 exercise PowerPoints are on the drive.
- The PowerPoint presentation by Tim Schramm, during the Great Lakes Homeland Security will be posted to the MI-MORT site by Tim Schramm.
- Two ways to edit documents:
 - Brook suggested using sharable links to share documents which provide a copy of the document from the Google Drive to people without access to the drive, allowing them to make changes to that document. Google Drive works similarly to Microsoft Office and allows multiple users to edit one document at the same time.
 - Or, to edit documents, you can download them first to Microsoft Office. When downloading documents, you are downloading a copy with the original staying on the site. Click on the file to download. Be aware that if multiple people download at the same time and re-upload you can lose versions as one person may copy over another person's document.
- Jodi Defrenn said the shared document function worked very well during the recent tornado response in Shiawassee County.

MI-MORT Website/Social Media Discussion

- Tori Arnold and Jessica Gould received four volunteers to serve on the Social Media workgroup. If anyone else is interested in joining the group, please let Tori know.
- Tracee wanted information about the MI-MORT Facebook page. Tracee will make a friend request to join the MI-MORT Facebook page.
- The next social media workgroup meeting will take place on May 29, 2019. Notes will be taken at the meeting for anyone unable to attend.
- The MI-MORT website will be updated and linked to the MI Volunteer Registry (MVR) and other social media sites.
- The MI-MORT website was recently hacked and infected with malware, so it is taking longer to update.
- Once the website is updated Jessica Gould or Tori Arnold will let the team know.

MI Volunteer Registry Discussion

- Tori Arnold sent out invitations for the June 27, 2019, Packing Party but received no responses.
- We are looking for a volunteer to work with the registry and learn to send out messages on a routine basis. Emails sent by a MI-MORT member has more impact than if they are from the MI-MORT staff.

- Amber Plemons is not registered on the MI-MORT team. Susan Puls can send acceptance letters but has additional people with incomplete profiles. Discussion continued on volunteers and who should be given exceptions. Jodi Lyn Barta should be given an exception.
- Tracee McIntosh questioned whether new members were signing to serve on the DART team or if she had access to MVR to check and see who signed up. Tori said section chiefs should receive an email once a volunteer has designated a team and has completed 100% of their profile.
- Tori provided an update on the “Joining MI-MORT” document, which will be updated and shared with the team electronically by June 1 to display on the MI-MORT table during upcoming conferences and other marketing opportunities
 - The category “Other” will be added with a line for adding additional professional occupations.
 - The “Please Note Section” will be bolded and highlighted with the caption: **“Everyone is welcome to apply”**.
- Tori wants to conduct Administrator MI Volunteer Registry (MVR) trainings twice a year. This training will help get administrators more comfortable with the MVR and contacting volunteers.

Michigan Mortuary Response Team (MI-MORT) Activation Page Discussion

- Jessica Gould discussed the MI-MORT capabilities activation page; separating it from the Resources page for clarity
- A suggestion was to add an R (Regional) in front of MCC; add connection lines between more boxes and to define what the connection lines mean.
- Jessica Gould will update the document based on suggestions made and place the updated document in the SOP’s Executive Summary, on the website, use during partner training, etc.
- Jessica will work with PHEP to reach out to District Coordinators and provide training to locals, ME’s, and other target audiences, so all partners understand the activation process. Training will occur in the fall 2019.

MI-MORT Environmental Checklist Discussion

- Jennifer Lixey Terrill updated the MI-MORT Environmental Checklists based on edits from Brook Babcock, Roger Simpson and Jessica Gould. She asked the team to review the document.
- Rick Drummer asked whether the section with the letters Y/N/NA in one box could be separated into separate boxes.
- The Facility Manager’s name should be added.
- Dr. Maureen Schaefer questioned how the form was used. Jennifer said the document is a tool and may be updated or changed as needed.
- Once the checklist is updated it will be added to the SOP.
- The Family Assistance Center (FAC) may also use the document for facility selection as well.
- Another suggestion was to add a date to the footer.

Standard Operating Procedures (SOP)

- Jessica Gould had questions about the SOP for the Command Staff.
 - Are volunteers fit tested for respirators?
 - Push Packs contain N-95 respirators.
 - Tracee McIntosh updated the lab will need to be fit tested.

- Does MI-MORT logistics provide housing for volunteers?
 - This section is unclear, since DHHS mobilizes volunteers and supplies housing and supplies through Local Incident Management.
 - Jennifer Lixey Terrill suggested following Emergency Management protocols.
 - Part of the logistics team provides volunteers with supplies and may provide services through Just in Time delivery.
 - In the SEOC there is an entire logistics team that will send requests to a procurement team for assistance.
 - MI-MORT may need a logistics person to assist with staff, but Dr. Berman said the Medical Examiner directs the activation plan and may have other options.
 - A tabletop exercise with various counties may be held to get a better understanding of the activation process between the Medical Examiner and Local Emergency Management.
 - The activation process may depend on the incident or area.
- A MI-MORT Go Team, Section Chief and Incident Management Team (IMT) discussion was held.
 - An option for Type 2 IMT teams will be added for the ICS structure.
 - Jennifer suggested, if activated, we ask the Ohio team to assist since Ohio has a Type 2 IMT team already in place which supports the ICS structure.
 - The request may depend on the county.
- Rick Drummer suggested conducting a tabletop with MEs.
 - Jodi Defrenn learned a lot from the recent tabletop conducted in Kalamazoo.
- A discussion on who makes MI-MORT patches discussion was held. ProMed was the answer.
- A general transportation operations aspect and chain of custody discussion was held.
 - Roger Simpson will share operation plans if requested.
 - Remains Management training can be provided through Just in Time training.
 - DART has their own activation forms.
 - There is a VIP sign in/sign out form already developed through the morgue that is accessible through the VIP system.
 - Jessica needs access to VIP to view some policies not currently on the Google Drive.
 - Is the Remains Classification Policy on the Goggle Drive or through VIP?
- Jessica had an Anthropology questions she will discuss later with Dr. Fenton for clarification.
- On page 161 of the MI-MORT SOP found on the MI- MORT website, in the 5th edition of the SOP, (and on Google Drive) is the Code of Conduct.
 - The SOP is placed in various locations (on the MI-MORT website, Google Drive, etc.).
 - The SOP plan dated version 8-3-2017, was last updated on 8-30-2018.
 - The newest SOP version is not yet on the website, approval will occur late summer or fall 2019.
- If there are other questions for the SOP review, Jessica will email them to each section chief.

Position Classification Document Discussion

- A document entitled Position Classification Plan was distributed.
- A discussion on the classifications was held.

- Some of the Title Descriptions were not clear, so a question was asked whether this document was a holdover from the DMORT plan.
- Jessica questioned whether all acronyms were necessary. She will add additional categories to the document or make a logical determination on what information will remain and what information will be removed.
- Jessica will remove the Code column from the document.
- An updated document will be presented at the next meeting.

Important Date Document/Budget Period 1 Discussion

- A MI-MORT Important Date sheet was distributed and will be added to the Members Only section of the MI-MORT website.
- This document ties into the training and exercise cycle.
- A MIC/VIC training will be conducted on October 16.
- A Save the Date flyer for the MAME conference, scheduled for November 15-17, 2019, in Mt. Pleasant, was distributed.
 - Tori Arnold and Jessica Gould are willing to staff a booth to help spread the word on MI-MORT activities.
 - Jessica has contacted MAME about participation and is waiting to hear if speaking role will be available.
 - Dr. Berman spoke at last year's conference, and Tim Schramm spoke about 3 or 4 years ago.

Multi Year Plan and Exercise and 2018 After Action Report Discussion

- Jessica Gould, Eric Pratt and Larry Zimmerman reviewed the Training and Exercise Plan prior to the MI-MORT meeting.
- Improvement items will be broken into smaller pieces.
 - Half of the plan activities are already completed and highlighted in green.
 - The Improvement Plan is posted on the Google Drive, in the Exercise and Training folder.
 - The inventory plan focuses on DPMU-related activities such as developing a tracking system.
 - During the June 27, 2019, Packing Party, an inventory and trailer redistribution will take place.
 - Jessica Gould will contact Bill Funk and Bob Gilbert to be sure they are in attendance for this Packing Party since neither were in attendance today.
 - An inventory tracking system can be a paper-based system (T-cards) to track inventory. All T-cards for items in a trailer can be stored for easy access in the trailer and used on scene to track items deployed out of the trailer
 - Communication methods between the chiefs may need to be practices. Jodi DeFrenn said this area represented a gap for her in the FAC, runner's communication, and with polling the hospital for information.
 - Communication methods between the VIC and MIC should be added to the checklist to show there is a plan in place.
- The last improvement item was badging and the sign in and sign out process.

- A two-badge system, with one badge remaining in the morgue and the other on the person, might represent who is in and who is out at all times. There was no check in or check out process. Signatures may be required for check in and check out. Rick Drummer used a check in and check out white board for participants. Roger Simpson suggested a check in check out fingerprint system.
- Tori said a “Mission” could be created in the MVR to track volunteers.
- Michigan Task Force One Urban Search and Rescue has a system for managing volunteers.

July Meeting Items to Work on

- During the July meeting, a discussion will be held on the Emergency Management Homeland Security Division (EMHSD) grant for the Dexus -x-ray machine.
- Applications must be submitted by September 30, 2019.