**MI-MORT Meeting**

**August 22, 2019**

**10:00 a.m. – 2:00 p.m.**

**Attendance:** Victoria Arnold, Brook Babcock, Dr. Gary Berman, Kesha Dixon, Rick Drummer, Dr. David Foran, Michelle Fox, Jessica Gould, Mari Isa, Patti Lyons, Tracee McIntosh, Darin Page, Tim Schramm, Roger Simpson, Jennifer Lixey Terrill, Ryan Wilkinson,

**Introductions:** Michelle Fox, Medical Examiner Investigator (MEI) for Sparrow Hospital attend her first meeting today and plans to attend future Command Staff meetings.

**Financial Update by Tim Schramm**

* Tim Schramm updated that approximately $5,300 remains in the MFDA funds from the approximately $55,000 equipment fund. Funds will need to be spent by the end of September. If additional materials are needed, please contact Tim Schramm.
* Discussion began on the full budget report.
* Beginning September 1, 2019, another $11,000 will be provided to MFDA for MI-MORT to use on meetings, exercises and trainings.
* Katrina Steinsultz may need financial assistance to attend the Michigan Society of Radiologic Technologists conference in Bay City for lodging and travel expenses.
* The Command Staff trailer is back from getting a new awning, but the DART trailer is still waiting for their awning, but the awning material had to be reordered.
* DART needs replacement containers for tubs with broken tops. They may need 25- 27-gallon containers from Home Depot at a cost of $500.
* Brook Babcock will get the necessary computer software updates.
* Jessica Gould updated that she and Jennifer Lixey Terrill will meet next Monday to submit the DEXIS MSP Emergency Management Homeland Security (EMHS) grant which is due by the end of August.

**Standard Operating Procedures (SOP) Manual**

* The revisions to the SOP were made and the manual is currently under review at BETP.

**VIC/MIC Training**

* A VIC/MIC workshop has been scheduled for October 16, 2019, at the Leona Conference Center in Okemos, MI.
* A finalized workshop agenda was distributed.
* Rick Drummer is working on the VIC/MIC presentation and tabletop.
* Following the last VIC/MIC training session the AAR indicated that participants wanted a better understanding of the VIP process and procedures. The process will be explained during the October 16, 2019 workshop and will be followed by a tabletop exercise in the afternoon.
* Rick Drummer provided a presentation overview of the VIC/MIC process, which outlined how evidence is collected and explained how it is matched in the VIP system. His presentation provided a better understanding of the identification “puzzle”, which may vary depending on the incident.
* An invitation to the VIC/MIC workshop was sent through the MI Volunteer Registry (MVR). Twenty-seven (27) responses were received, many were new names.
* Rick provided his presentation to the group.
* The first step is for the medical examiners to make a request, which is then distributed to various agencies to begin the volunteer collaboration.
* Rick reviewed his slides and explained the activation process and assignment process.
* The MI Volunteer Registry (MVR) is used for background checks and legal verifications.
* Rick reviewed several section slides including: Disaster Assistance Recovery Team, Remains Management and Morgue operations to get a better understanding of the MI-MORT puzzle and additional requirements, such as the children’s autopsies.
* Jennifer Lixey Terrill discussed that when Jeremy Hagerman, Victim Resource Task Force, was deployed to the FAC in Dayton, OH following the recent mass shooting, Jeremy worked for four days. There was a Crisis Center already established but it took four days to transition from the Crisis Center to the Family Assistance Center. Lots of lessons were learned including the transition with the Red Cross. The Red Cross assisted with creating hot lines and providing gift cards. Jeremy may be asked to provide a presentation during a future MI-MORT Command Staff meeting.
* Jodi Defrenn began creating the FAC plan, which was exercised during the 2018 Full Scale Exercise. Jessica Gould will review the FAC plan and discuss the big picture, including all the volunteer pieces during a future Command Staff meeting.
* Darin Page said he is promoting MI-MORT with partners which includes the family process.
* Rick Drummer said there is a checklist for the VIC/MIC.
* Rick Drummer and Ryan Wilkinson are still working to create the tabletop exercise for the VIC/MIC workshop.
* Volunteers attending the October 16 workshop will learn the process. Darin will contact fellow officers to see if they may want to assist with interviews. Tim Schramm updated that funeral directors were asked to assist but may now not serve with the requirement of completing ICS classes.
* Twelve laptops are available for the training, but Ryan Wilkinson will request volunteers also bring their own laptops. Brook Babcock will bring 35 USBs drives to the training and will purchase more if needed.
* Brook suggested adding an activation with MVR approval slide to the presentation.
* A white board may be needed to write the ICS structure linking to Command Staff names. Darin suggested purchasing ICS flip books.
* A suggestion was made to add the team descriptions to the presentation.
* During the spring exercise, each team will make a presentation.
* Rick will share his presentation with each chief to update their sections, so that each puzzle piece will open with greater detail. Rick used the Prezi free version for his presentation, which is a public program.

Below is information about an upcoming conference that will be hosted in Las Vegas, NV in October 2019. If you are interested in attending, the registration deadline is approaching soon.
**Long-Term Recovery of Communities, Following Mass Violence Incidents**

* The University of Oregon Police Department and the California Victim Compensation Board is hosing “**Leave No Victim Behind IV” a** national training that will take place October 21–23, 2019, at the Conference Center of Las Vegas. The Leave No Victim Behind conference series will continue its focus on best practices for responding to mass violence and the unique partnerships between law enforcement and victim services to assist victims of crime.
* This year’s conference theme is **Long-Term Recovery of Communities Following Mass Violence Incidents**. The conference dates follow the second anniversary of the Route 91 Harvest Festival shooting in Las Vegas on October 1, 2017. Las Vegas was selected as the conference location specifically to allow participants the opportunity to observe how a community continues to meet the needs of victims, survivors, and responders of a large-scale mass violence incident on a long-term basis. Participants will hear from responders and victims of the Harvest Festival shooting regarding their recovery process over the last 2 years.
* Conference sessions will include presentations on long-term recovery from responders and victims of the Virginia Tech shooting, the bombing of Pan Am flight #103 over Lockerbie, Scotland, the Boston Marathon bombing, and more recent incidents, such as the Borderline Bar shooting in Thousand Oaks, California. Speakers will share best practices, challenges, and their personal experiences. The conference agenda will also feature a panel of survivors of law enforcement officers who lost their lives in the line of duty. Sadly, the nation has witnessed a discouraging trend in law enforcement deaths, and communities are seeking assistance in responding to and coping with the aftermath.
* Information regarding resources and technical assistance provided by the U.S. Department of Justice Office for Victims of Crime (OVC), school grants, and nonprofit organizations will be presented, as well.
* Conference attendees will include law enforcement, victim service providers, first responders, community-based organizations, campus officials, crisis response teams, emergency management professionals, and behavioral health specialists. This year’s conference is the fourth installment in the Leave No Victim Behind series, and it will build upon the excellence demonstrated in prior conferences, which were supported by local, state, and federal partners, including the Oregon Department of Justice and OVC.
* This one-of-a-kind gathering of experts and responders provides essential training for the many professions that help victims and communities recover and heal from mass violence incidents. In addition, the conference provides opportunities for networking, information sharing, and collaboration. This nontraditional approach to adult learning will include a remarkable venue, excellent conference-provided meals, and an exceptional line up of subject matter experts.
* Please [register early](http://links.govdelivery.com:80/track?type=click&enid=ZWFzPTEmbXNpZD0mYXVpZD0mbWFpbGluZ2lkPTIwMTkwODE5LjkyNDI4MTEmbWVzc2FnZWlkPU1EQi1QUkQtQlVMLTIwMTkwODE5LjkyNDI4MTEmZGF0YWJhc2VpZD0xMDAxJnNlcmlhbD0xNjc4ODc3MSZlbWFpbGlkPUxpeGV5VGVycmlsbEpAbWljaGlnYW4uZ292JnVzZXJpZD1MaXhleVRlcnJpbGxKQG1pY2hpZ2FuLmdvdiZ0YXJnZXRpZD0mZmw9Jm12aWQ9JmV4dHJhPSYmJg==&&&100&&&https://gcc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D0012ENui_GEr2gFXD9G5m0gG1ni-YlNyTn97IVZ7XplbzZqefseudEzyMhY3ADT3C9ZQRfUcKgQ3kdXDSC83p26FxFljsFcR6wc0tD77wkO_ZTS6OGPHoTG_zQEXvnMSTxPqrKZ-qQ0UHpAA8cyiJAUtkymd5zrxNehEECDrer6UkWfqXUL76v3E8ZOwXVUEd6q%26c%3DZVFDa04OHvRaNyDx0gHKcSGq8dvvWCi3w2Ie5M_ilcB40HmX64bLbQ%3D%3D%26ch%3DlQb8ANxR6wT-iHMPqzFyedERIgPbydjQ4EKfxLYnVq_ko-vfBDe8Fg%3D%3D&data=02%7C01%7CHagermanJ1%40michigan.gov%7C11f0c23f2d8e4d40b34508d724b8d366%7Cd5fb7087377742ad966a892ef47225d1%7C0%7C0%7C637018248545741729&sdata=oTpF0DvuLmfKjGTABCWicb8EbtmQt8TxNZyusQ6VKa8%3D&reserved=0) and check the [website](http://links.govdelivery.com:80/track?type=click&enid=ZWFzPTEmbXNpZD0mYXVpZD0mbWFpbGluZ2lkPTIwMTkwODE5LjkyNDI4MTEmbWVzc2FnZWlkPU1EQi1QUkQtQlVMLTIwMTkwODE5LjkyNDI4MTEmZGF0YWJhc2VpZD0xMDAxJnNlcmlhbD0xNjc4ODc3MSZlbWFpbGlkPUxpeGV5VGVycmlsbEpAbWljaGlnYW4uZ292JnVzZXJpZD1MaXhleVRlcnJpbGxKQG1pY2hpZ2FuLmdvdiZ0YXJnZXRpZD0mZmw9Jm12aWQ9JmV4dHJhPSYmJg==&&&101&&&https://gcc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D0012ENui_GEr2gFXD9G5m0gG1ni-YlNyTn97IVZ7XplbzZqefseudEzyMhY3ADT3C9ZL3ZkyxPlMaoVVwsjCHVklUTlOw3YwqyU24mlAfhqtMDwH40LLhI7nu4Mr82i39DLb8Ak8FG9LQX6bZcf-sbW3fBjUV71gc2U2j7uUMQhqHg%3D%26c%3DZVFDa04OHvRaNyDx0gHKcSGq8dvvWCi3w2Ie5M_ilcB40HmX64bLbQ%3D%3D%26ch%3DlQb8ANxR6wT-iHMPqzFyedERIgPbydjQ4EKfxLYnVq_ko-vfBDe8Fg%3D%3D&data=02%7C01%7CHagermanJ1%40michigan.gov%7C11f0c23f2d8e4d40b34508d724b8d366%7Cd5fb7087377742ad966a892ef47225d1%7C0%7C0%7C637018248545741729&sdata=c2wQND7oml696BbFdK4dGv9%2FM0SbRhyNxLHRmQHjK7o%3D&reserved=0) regularly for updated information. **The registration deadline is September 1, 2019.** Information regarding conference hotels, special rates, and travel is located on the website.

**Legislative Language and Volunteer Liability – Jennifer Lixey Terrill**

* Discussion was held on the MI-MORT Workman’s Compensation liability component.
* Jennifer Lixey Terrill reviewed the Medical Examiner code requirement on the various component requests which Jennifer indicated doesn’t have to include the entire MI-MORT team. Only one team or one Subject Matter Expert (SME) may be requested.
* MI-MORT can be provided to anyone statewide if requested, and the requested doesn’t need to go through the ME to get approval, although the ME would be consulted prior to deployment
* Emergency Manager including personnel and equipment.
	+ If we are under a state of emergency, there would be additional protections under emergency management act 390, for which MI-MORT volunteers would be considered “disaster relief forces” and therefore have additional liability protections.

**T-Card Discussion**

* Darin Page and Jessica Gould provided training on the new T-Card’s discussing the purpose and how to use them.
* Jessica Gould ordered approximately 8,000 T-cards and 13 T-card racks for use in the trailers.
* Darin and Jessica provided an overview of the T-Cards, which could be used for resource and personnel tracking.
* Jessica will purchase two more sets for morgue operations.
* T-Cards may assist with the supply ordering process.
* Brook Babcock suggested using T-Card punch cards and merging the inventory to cards in order to track equipment. Brook also suggested tracking volunteers with T-Cards.

**Badging Systems Discussion**

* Tori Arnold and Brook Babcock provided MI Volunteer Registry (MVR) and MI-MORT ID badges using the two badging systems.
* Discussion was held on the pros and cons for both systems.
* The MI-MORT badging system is dedicated to MI-MORT staff, but the MVR system includes volunteers from all disciplines with current information, including photos. As MVR volunteers are onboarded, they can print and put badges in their Go Kits. The MVR system makes PDFs and will work on any printer but will only work on-line.
* The MI-MORT badging system is a Word document, which can change fonts sizes and add photos. Templates must be created previously, to prevent delays in producing badges during deployment. Brook is purchasing scanners that work with the current system. Images can also be taken on site.
* Bar coding can be added to the MI-MORT badging system and can also be exported through the MVR system.
* Brook said both systems will work, but there needs to be a cellular connection. ATT or another company will set up cable or fiber optics if requested. Comcast will run cable, but Brook suggested contacting other local resources to see how quickly they can assist with deployed.
* Rick Drummer questioned the need for badges in the first place? How do volunteers gain access to the site? Security can be set up outside the event area to block media or others who are not allowed into the site.
* Badges can be created with branch colors. Team colors are: DART is black, Command Staff is white; DPMU is Red, and Morgue is Blue.
* Roger Simpson suggested using two badging systems, one for those who are not part of the MI-MORT team and one for general participants. General participant badges would be created to allow participants into one section where they can get security access into the site, and then obtain a badge by section or for reassignment.
* Tim Schramm suggested using both systems and stated that having a permanent MI-MORT system card is important.
* Badging, security processes and T-cards can be practiced by signing in and signing out participants during the VIC/MIC training.
* Badging printers cost about $5,000 with computers costing about $500. Rick Drummer said each HCC has two printers with the MVR system that could be used for on-site specific badging or make MVR badges once participants arrive.

**Forensic Conference Support**

* Jessica Gould and Victoria Arnold plan to attend the September 19, 2019, Michigan Society of Radiologic Technologists conference to recruit about 15 new forensic team members.
* Tim Schramm and Jessica will attend the Michigan Association of Medical Examiners (MAME) conference in November.

**Social Media Discussion**

* Social Media websites are getting updated with a lot of new information about MI-MORT activities.
* Dr. Maureen Schaefer is updating Facebook and has been getting a lot of new traffic to the site.
* The LinkedIn account is in the process of getting setup and depending on how the account is set up Tori Arnold may need to have a Command Staff’s LinkedIn account In discussion it was decided to set up the LinkedIn account in a different way, setting up a new account through the MI-MORT Gmail account.
* Tori and Katie Puskar (BETP) have been working with MDHHS Communication to plan for a YouTube presence, which will increase marketing and awareness of MI-MORT. A MI-MORT short clip will be created soon.

**IT Systems by Brook Babcock**

* Brook will reconfigure the MI-MORT new computers and asked if there were any changes.
* The diagram for the VIC/MIC MI-MORT was discussed.
	+ The Family Assistance Center (FAC) setup, with only one computer having internet connection, is that way for cybersecurity reasons.
	+ The remaining three computers and three scanners work with Filemaker.
* The morgue and forensic computers were located on the same side but could be split if necessary.
* The main computer system runs the Dexis system.
* Tim Schramm approved the purchase of a new Command Staff Administrative computer.
* One laptop, one hot spot, one scanner for Dental, and two multifunction scanners will be purchased through MFDA. Items were approved for purchase by Tim Schramm.
* Brook has a few label makers that he would like to donate to MI-MORT equipment.
* There are also old triage tags with bar codes that could be used. Get bar code readers.
* Dexis has a computer, which will have to be configured.
* Inventory sheets have been updated and may be found on the MI-MORT Google drive.
	+ Several columns will need to be updated to match quantities, such as Box 1 of 1 or will need to have fields fill in to make inventory consistent.
	+ Items marked in red are out of stock and items in pink are low or represent low quantities and may need to be ordered.
	+ Unused items need to be moved to the back.
	+ Expiration fields are not used and may need to be updated.

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| **Action Item** | **Owner(s)** | **Deadline** | **Status** |
| Inventory Items | MI-MORT Command Staff | September 30, 2019 | Send item requests to Tim Schramm by 9-30-2019 |
| SOP | Jessica Gould | As soon as possible | Provide updates on the SOP |
| VIC/MIC Training | Rick Drummer/Ryan Wilkinson | October 16, 2019 | Conduct VIC/MIC training and tabletop on October 16, 2019 |
| Legislative Language and Volunteer Liability  | Jennifer Lixey Terrill | As soon as possible | Provide updates |
| T-Card Discussion | Jessica Gould | As soon as possible | Order additional T-Cart Materials and Provide Training on System at VIC/MIC training |
| Badging Systems  | Tori Arnold/Jessica Gould/Brook Babcock | As soon as possible | Provide status updates on badging system. Brook will provide computer updates as requested. |
| Forensic Conference Support | Tori Arnold/Jessica Gould | As soon as possible | Attend Forensic/MAME conferences and provide outreach for new members |
| Social Media Discussion | Tori Arnold/Jessica Gould | As soon as possible | Provide updates on Social Media Campaign |
| **IT Systems Updates** | Brook Babcock | As soon as possible | Order new computer software, hardware and provide updates as requested on systems such as badging system and Morgue computer set up |