**MI-MORT Command Staff Meeting**

**September 24, 2020**

10:00 a.m. – 12:00 a.m.

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Attendance: Tori Arnold, Brook Babcock, Dr. Gary Berman, Keisha Dixon, Rick Drummer, Dr. Todd Fenton, Dr. David Foran, Jessica Gould, Krystal Howard, Patti Lyons, Kelcey McArthur Tracee McIntosh, Dr. Brian Murphy, Tim Schramm

**Call to Order** by Tim Schramm

**Updates**

* MI-MORT Financial Report Update
	+ The Financial Report has not changed since last month, with a remaining balance of $2500.
	+ Tim updated that $400 is due to MAME for the conference.
	+ After discussion on the remaining balance, it was decided to purchase $600 worth of Megamovers. Brook Babcock will purchase 6 monitors at $150 ($900) and a Security System ($300-$500) with the remaining balance. If remote sensors were added to the security system, that will add an additional $500-$1000. Tim Schramm will send the MFDA credit card information to Brook to make the necessary IT purchases.
	+ Dr. Gary Berman updated the portable X-Ray unit no longer works and needs to be replaced.
	+ Dr. Brian Murphy asked if the grant to purchase the DEXIS machine had been approved. It had not for 2019. Jennifer Lixey Terrill suggested sending another grant request to MSP Emergency Management Homeland Security, which has an application deadline at the end of the month. Tim has a quote from Dr. Berman for the DEXIS, laptop, installation, virus package, Nomad Pro, and hard carrying case submitted on October 19, 2018. A newer quote is available with a cost for all the equipment of approximately $13,000. Dr. Berman will send Tim and Jessica the newest bid from February 2019, to go with the request for funding.
	+ The state was able to repair the other X-Ray machine that is stored at Michigan State University (MSU). Dr. Todd Fenton said the machine is back and although the repairs were not cheap, the machine is in great working order and should last a long time since the amount of use it gets is minimal and it is a work horse. Jessica questioned whether it needed annual maintenance going forward. Dr. Fenton said no since it is housed at MSU, so MSU picks up expenses such as licensing, routine maintenance, etc.
* **Current COVID Update**
	+ Jennifer Lixey Terrill provided an update on activities at the SEOC. The SEOC has been receiving and moving resources with 12 deaths reported yesterday. The SEOC recently received 250 ventilators from GM.
	+ Two MI-MORT trailers are ready to be deployed in the event hospitals need additional storage. The trailers contain deployment kits, which includes body bags. If additional trailers are needed, they will be ready.
	+ Tim provided he has an opportunity to make a presentation on the COVID-19 MI-MORT response at Wayne State University to the Alumni Association staff and teachers on September 30, 2020.
	+ Jessica Gould will provide a 30-minute presentation on the response during the MAME Conference. Jessica will discuss the ME survey from the spring of 2020.
	+ Jennifer Lixey Terrill updated the MEMA Emergency Management conference will take place on October 6, 2020 and they need speakers. Jessica will contact Jennifer for details.
* **MSP Facial Recognition Program**
	+ Tracee McIntosh invited Kelcy McArthur and Krystal Howard to join the MI-MORT Command Staff meetings. Their involvement with MI-MORT team will add an additional section in the morgue.
	+ Kelcy and Krystal wanted to help MI-MORT work with MSP troopers across the state who have facial recognition software on their phones and can use it upon request for mass fatality.
	+ The troopers can take images of deceased victims and compare them to images within various databases to help provide identification.
	+ Kelcy and Krystal will be happy to discuss procedures during a future meeting. Dr. Fenton said Krystal already provided an impressive presentation a few years ago and had a question on the validation process. He asked whether MSP is working with a university to compare validation processes or if there were past validation studies available. Krystal updated that Dr. Jane Harris, who is now at Northern Michigan University just finalized an agreement to conduct facial recognition studies at various stages of decomposition, but Krystal is not aware of any past studies.
	+ Rick Drummer questioned whether this new process would be part of the MIC/VIC process? Since troopers are already trained, it is a great tool for body identification, even in trauma incidents. Kelcy has created a facial recognition procedure specific for use within MI-MORT. This document is in draft form, but she will email the draft to Jessica Gould to distribute along with agendas and minutes for the October 22, 2020, MI-MORT Command Staff meeting to discuss. Dr. Berman suggested getting the MEs input on the document as well.
	+ Brook asked what IT equipment might be needed to support the system.
	+ Krystal said MSP was previously asked to create a procedure, which is why the procedures are in draft form.
* **Michigan Volunteer Registry (MVR) Call Down Drill – October - Agenda and Plan of Attack**
	+ At the last meeting, there was a discussion on conducting an MVR Call Down Drill to keep volunteers engaged. This drill was to occur during the month of October.
	+ The drill will consist of MI-MORT volunteers being called for availability to see what kind of response is received.
	+ Who is going to script the exercise? When will the exercise take place? Kesha Dixon and her volunteers will conduct the exercise.
	+ Discussion continued on the timing of the event, which should be completed prior to the October 22, 2020, Command Staff Meeting so the team can review a report to see how the drill went.
	+ Tori Arnold suggested conducting the drill on a weekend but providing a heads up on the actual date of the exercise in advance.
	+ Kesha Dixon thought this was a good idea, and Jessica Gould suggested sending the advance message the beginning of the October with the actual call out on October 17, 2020.
	+ Rick Drummer asked how long the exercise would remain open since he does not always check his emails on the weekend. Tim suggested leaving it open for 48 hours to give people the options of responding on Monday morning. Tim will draft the necessary documents to send through the MVR. Tori Arnold will provide training to Kesha Dixon and her volunteers on the process.
	+ Jessica suggested using the call down drill as an opportunity for volunteers to update profiles and deployment status.
* **Inventory Discussion**
	+ Brook Babcock updated the MI-MORT inventory and displayed the updated lists.
	+ Brook has been trying to figure out how to make the lists more universal by using consistent language to make searches easier. The new sheets contain primary and detailed descriptions, and categories, all to make it more consistent and easier to find items in the inventory.
	+ Brook questioned whether equipment should be identified by department or site such as VIC/MIC, or forensics.
	+ In the Excel document, the packing containers for each trailer are listed, as well as the contents for each container. This allows for searching and sorting both inside and out of the trailers by that container.
	+ For boxes of pencils, how are we sorting within the containers? By units? How are we sorting? Quantity in unit? Units in stock? Do we want to have an inventory limit? Do we stock and order when stock is lower than the limit or goes below the limit? With inventory limits low, are they flagged?
	+ Brook added a Just in Time field for reordering. Most of the remaining fields are extra, or if supplies are past expiration dates, they will be flagged.
	+ The model number field can be left empty if there is no model number. Same for the manufacturer field. If there is no additional information, the field will be left empty.
	+ We discussed a bar coding system a few years ago for tracking purposes. Will bar codes contain section numbers if bar coding is used?
	+ There is also a finance column for purchase amounts and quantity.
	+ Jessica, Brook, and a few staff members will be able to update lists.
	+ A big **THANK YOU** goes to Brook for all his efforts in updating this process!
	+ Brook said the inventory list is located on the MI-MORT Google drive under the DTMB tab if anyone wants to review it.
	+ Jessica suggested everyone review the inventory list and make suggestions on items that should be reordered. Jessica said comments can be added to columns and if there are any columns that should be added or subtracted, to let Brook know.
	+ A suggestion was made that some trailer weights may need to be redistributed following a completed inventory.
	+ An inventory list by trailer and by box needs to be at the back of each trailer.
* **Improvement Plan**
	+ The 2020 new Improvement Plan created by Jessica is being refined and updated. It will be uploaded into Google Drive when ready.
	+ This week Jessica Gould will meet with the SEOC representative to update the Incident Management Team section.
* **2020 November/December and 2021 Meeting Schedule Confirmation**
	+ Since there will be no November and December 2020 meetings, Jessica asked if we should continue with the pattern of the fourth Thursday of every month for MI-MORT Command staff meetings in 2021? Consensus was yes.
	+ If something COVID-19 related where we see larger numbers of deaths, Jessica will set up a meeting to provide status updates to keep communication lines open with the team.
* **Agenda items for the October 22, 2020**
	+ Send any agenda items suggestions to Patti Lyons at lyonsp2@michigan.gov.

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| **Future Meetings** |
| * No November 2020 Meeting
 | * June 24, 2021
 |
| * No December 2020 Meeting
 | * July 22, 2021
 |
| * January 28, 2021
 | * August 26, 2021
 |
| * February 25, 2021
 | * September 23, 2021
 |
| * March 25, 2021
 | * October 28, 2021
 |
| * April 22, 2021
 | * No November 2021 Meeting
 |
| * May 27, 2021
 | * No December 2021 Meeting
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