**MI-MORT Command Staff Meeting**

**March 25, 2021**

10:00 a.m. – 12:00 a.m.

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**Attendance:** Tori Arnold, Brook Babcock, Dr. Gary Berman, Linda Cleff, Kesha Dixon, Rick Drummer, Jerry Ellsworth, Dr. Todd Fenton, Dr. David Foran, Hanna Friedlander, Cana Garrison, Jessica Gould, Patti Lyons, Kelcy McArthur, Tracee McIntosh, Jim Meyer, Dr, Brian Murphy, Dr. Maureen Schaefer, Tim Schramm, Jennifer Lixey Terrill, Janis Tipton, Ryan Wilkinson

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| **Call to Order** | Tim Schramm |
| **MI-MORT Financial Report Update** * There have been no financial changes from last month.
* The remaining balance is a little over $8627, which needs to be spent by June 30, 2021.

**Current COVID Update (10:30)*** Jennifer Lixey Terrill provided an update on the COVID-19 vaccination clinic that opened at Ford Field in Detroit on March 24, 2021.
* Globally there have been 129 million cases with 2.7 million deaths. The United States has 541,000 death, which was 635 additional since yesterday. Michigan cases are at 15,549 up 16% up from yesterday with over 429 cases of the variant B1.1.7, B1.351 which has been found in Michigan, mostly in Oakland County
* Updates to toolkits includes accessibility, updates on returning to school toolkits, and funeral guidance reimbursement costs.
* FEMA Funeral Reimbursement process getting explained to all partners as details were just announced. MIHAN with details for calls are going out as applicable.
* Ford Field will begin providing 5,000 vaccines per day starting today. 3,375 doses were administered yesterday, which surpassed the 2,600 scheduled. There were 300 plus walk-ins.
* Three mobile vaccine clinics have been established: two in Wayne County (one in the City of Detroit), and a third in Macomb County.
* Dr. Joneigh Khaldun, MDHHS Chief Medical Director, visited Ford Field and administered vaccines.
* Tim provided an update on Southeast Michigan hospitalizations, which are up dramatically.
	+ Hospitalization of COVID-19 cases in age groups 25-55, are up significantly within the last week.
	+ This shows vaccines are working in those vaccinated, specifically the 65 and up age group, where hospitalizations are down.
* Beaumont Health system is the second largest health system in Michigan and as of 8:00 a.m. today, they are re-instating visitor restrictions to one person per family.
* There was only one COVID-19 positive person who died.
	+ Last week his funeral home had an uptick on positive descents.

**Snap Unit Procedure*** The Snap Unit Procedure document was reviewed. This update has been a longer process than anticipated according to Kelcy McArthur. Kelcy has been in contact with Jessica Gould and Tracee McIntosh to update the document.
* The document is more of an internal MSP guidance for when MI-MORT is activated. It also provides an overview on how the unit works.
* The Snap Unit process identifies individuals through facial recognition, which according to Kelcy, when working with Medical Examiners can be difficult depending on criteria.
* Any thoughts or feedback on the document, which was shared with the entire MI-MORT Command staff?
* Tim said from a commander standpoint it seems like the 1.0 document is a start but should be condensed. The other more detailed document should be included in the SOP with MSP overseeing documentation. Moving forward both documents should continue to be revised by the team.
* Tim thanked the entire team for their work. Kelcy said this process may change based on the incident circumstances and she will provide an MSP Snap Unit demonstration in the future to provide a better understanding on how the system works.
* After today’s meeting Kelcy hopes to finalize the documentation and place them in the SOP binder.

**Improvement Plan*** Supply order forms
	+ Jessica reviewed the Improvement plan updates identified during last month’s meeting.
	+ During last month’s meeting, we discussed recreating a triplicate form for tracking inventory.
		- Content for form not yet sent to Brook Babcock, so that he can assist in developing the form.
		- Jessica asked Brook to let her know when the draft form is completed.

**Environmental Checklist review*** Jessica reviewed the Environmental checklist. Brook Babcock also distributed materials through email to the group on February 25, 2021.
* The SNS section is the most detailed and includes security.
* The personnel, security and safety lists are grouped together.
* Management, Hazard and Waste materials, and internal communications was discussed with some ideas filtered out.
* Jim Meyer asked a question on the local authority jurisdiction collection site located in Region 2S.
	+ The airport fire chief would have denied use of the building since it was condemned.
	+ Jim said wording should mean the building is cleared for occupancy or has been cleared by authorities for use.
	+ He suggested the word “cleared” be changed to “approved by local authority”.
* A discussion on wants vs needs was held.
* Are there any other updates that should be added based on Lessons Learned from the activation?
	+ Tim and Dr. Berman liked the form and considered it comprehensive.
	+ The document also provides MSP with a good checklist for facility usage.
* An empty school use discussion was held since one school was used during the activation for Katrina and worked well.
	+ The building was behind the school was used for body shortages.
	+ Some schools also have showers that could be used.
* Jessica will update the document and will share the updated document with the team.

**Security Equipment process*** Brook Babcock is reviewing security equipment quotes.
* The equipment will include a keypad and two outdoor and indoor cameras with multiple sensors and a doorbell.
* Cost is in the $700-$800 range and the top quote is $1400.

**Procurement process – Janis Tipton*** The After-Action Report identified reimbursement issues during the spring activation.
* Prior to the spring deployment, additional funds were transferred to MFDA for reimbursement of any purchases made during the deployment. This resulted in reimbursements being 3-5 months faster than if reimbursements came from the state directly.
	+ Janis Tipton updated that during the first deployment there were many lessons learned with the state level rules and regulations.
	+ Once reimbursements were routed through the MFDA the amount of paperwork the state requires allowed more flexibility and faster reimbursements.
* The state will not allow for MI-MORT to get a P-Card for direct spending. To work within these limitations Janis will deploy for the first few days following activations to assist with immediate purchases.
* Currently the state requires equipment (single item over $5K) 3 – 4 quotes on equipment purchases.
	+ This process may be reevaluated in the event something is urgently needed during an activation, if allowed by DTMB.
* Tim said that since his personal credit card was used during the pandemic activation, is there a better way to make Just in Time purchases since the previous process made it difficult to make purchases from the Home Depot which resulted in a three-hour trip?
* Restaurants were also closed, so this created unique circumstances, which also took time.
* Jessica said we can use Janis Tipton to work through the SEOC for financial issues as backup.
* Are masks considered PPE or clothing? Can the MI-MORT logo now be added? Discussion was held on this issue. Answer: we cannot purchase masks that have logos on them for volunteers.
* Tim Schramm said that steps toward improving Just in Time purchases and managing deployment expenses is better now than it has ever been in his 20 years on the team and appreciated the support.

**MERC Supplies (rails, etc.)*** + Jerry Ellsworth provided an update on the third rail system for the MERC.
	+ There are baby MERC supplies include 24 body trays, coolant, and a refrigeration unit along with 6 expandable racks.
	+ Jerry contacted Jeff Jackson, from Worldwide Disaster Response Group, for a quote.
	+ The purchase will be made through the MFDA credit card.

**Dexis Update*** The Dexis purchase has been finally approved after going back and forth with paperwork. Jessica Gould and Jennifer Lixey Terrill updated documentation three times, which took 18 months to process. The purchase will be completed by the end of May.
* Dr. Berman and Dr. Murphy will research providing a training on the unit during the Forensic Dental Association conference annual meeting in October.

**MFDA Convention*** Tim Schramm said the in-person MFDA convention will be held in June and asked if anyone was interested in assisting with a MI-MORT display to recruit new volunteers.
	+ Historically there was a representative on the floor to recruit volunteers in years past.
	+ The event will be held at the Grand Traverse Resort.
	+ Tori Arnold will assist with a virtual booth, but Tim said there is no plan to do the conference virtually, but it may be postponed until October if necessary.
* Could the MI-MORT volunteers who worked during the response be honored during the conference?
* Tim will be in attendance and will assist with staffing the booth if needed.
* Gary Berman and Jessica Gould thought we should do a booth to get volunteers.
	+ Tim will contact Sandy West to reserve a booth.
* Maureen Schaeffer volunteered to man the booth, which requires four hours on Tuesday and Wednesday during the conference each day. Housing, mileage, and meals are included.

**Next Meeting – April 22, 2021*** Since the Dental Association Conference is also held on April 22, 2021, the same as the next MI-MORT Command Staff meeting, some members may not be in attendance.

**Adjournment*** Tim provided an update on the COVID-19 response activities.
* A motion to adjourn the meeting was called at 11:15 a.m.
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| **Future Meetings** |
| * April 22, 2021
 | * September 23, 2021
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| * May 27, 2021
 | * October 28, 2021
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| * June 24, 2021
 | * No November 2021 Meeting
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| * July 22, 2021
 | * No December 2021 Meeting
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| * August 26, 2021
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