**MI-MORT Command Staff Meeting**

**May 27, 2021**

10:00 a.m. – 11:00 a.m.

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Attendance: Tori Arnold, Brook Babcock, Dr. Gary Berman, Kesha Dixon, Rick Drummer, Hanna Friedlander, Dr. David Foran, Jessica Gould, Patti Lyons, Jim Meyer, Dr. Brian Murphy, Mackus Neuhoff, Darin Page, Jennifer Lixey Terrill, Maureen Schaefer, Tim Schramm, Roger Simpson, Ryan Wilkinson

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| **Call to Order** |
| * **MI-MORT Financial Report – Tim Schramm**
	+ As of April 30, 2021, there is $1712.22 remaining in the budget.
	+ Brook Babcock spent some money yesterday and will provide an update later in the meeting.
* **T-card Training – Darin Page**
	+ Darin Page provided a virtual update on ways T-Cards could be used to track MI-MORT equipment in bins, trailers, and or even track workers time on the scene.
	+ Darin suggested setting up a T-card rack for tracking equipment that is moved or being used. Inventory items can be tracked by color and cards can be pre-created so orders can be tracked for when inventory is low. Once inventory is received the item can be added back into inventory as a permanent record. If an item needs maintenance, inventory can be marked as such with the T-card system to include its current location. T-Cards can be used as a trackable back-up system in the event FEMA conducts an audit.
	+ Rick Drummer ordered blank T-cards to use for the Boy Scouts tracking system to an IT system and said T-Cards are adaptable.
	+ Jennifer Lixey Terrill asked if T-Cards had a maintenance section? Answer, yes. Inventory needing maintenance can be labeled and placed in the maintenance column.
	+ There are dozens of T-card positions to use for updating inventory and assist with post incident management prior to adding new inventory to spreadsheets. Brook said PPE will need lots of cards and a big wall to complete.
	+ Jessica asked Tim what his thoughts were? Tim said he had concerns for assets deployed after the After-Action Report (AAR) was finished. There were inventory concerns on when the inventory was returned, what was used, and whether the inventory levels were accurate. The deployment team could have used T-Cards to record the inventory levels on equipment requested, ordered, used, or received.
	+ Darin suggested a scribe be used to assist when inventory equipment is moved through the Planning Section. Brook suggested we ask Bob Gilbert or Bill Funk for feedback from the DPMU team since the last deployment created a big stack of paper. A review of procedures should also be considered when ordering supplies. Jessica said T-Cards could be used for controlling inventory. The cards are inexpensive so the next step may be establishing a training with DPMU.
	+ Jessica asked those deployed if it they would find T-Cards beneficial? When we were first activated there were no computers set up initially, inventory was getting dispersed without record. Roger Simpson said the concept is a good idea and we can make it work. For instance, when Roger needed an item, he went and got it and returned it. The key will be to coordinate the effort and make sure the T-cards are moved from one section to another.
	+ Darin Page saw on the AAR there was a request for an Incident Management Team, which currently has limited staff except for the DNR. He thought requesting an IMT team might be hard to do, so he suggested MI-MORT develop their own IMT team. Jennifer Lixey Terrill said there is also an MDARD and DNR IMT teams, so Michigan has come a long way with IMT teams. She also updated that MSP is developing a state IMT agency too but feels an IMT for MI-MORT would be very valuable and make this a great opportunity for the MVR to find MI-MORT IMT volunteers. Darin said T-cards are a back-up system and his agency has been trying for 16 years to develop a statewide IMT team. EGLE also has an IMT team.
	+ Dr. Berman is not sure T-Cards would be beneficial during an activation.
	+ Jim Meyer said during the recent COVID-19 deployment he rifled through boxes to find what he needed. He suggested having an inventory control person would have been helpful. Brook said during the last exercise, there were inventory personnel, but when we were activated for COVID-19, there were no inventory volunteers available, but we could have had inventory volunteers.
	+ Jessica said there may be more to debate on T-Card usage, so she will contact activated staff for more information and write an outline for the next meeting. She said to remember the T-Card system would be a back-up to the IT system.
* **COVID-19 Response Update – Jennifer Lixey Terrill**
	+ Jennifer Lixey Terrill updated worldwide there are 168 million confirmed COVID-19 case with 3.5 million deaths. The US, India, and Brazil are the leading countries with confirmed cases. The US has 37.9 million cases.
	+ MI had 799 additional cases, resulting in 12 additional deaths, bringing the total death toll to 19,031 deaths.
	+ The variances B.1.1.7., B.1.427 and B.1.429 continue to rise.
	+ As of June 1, 2021 the SEOC is moving to Phase 3 and discontinuing Incident Action Plans. The SEOC will continue to conduct calls and be available to assist as necessary. The next call will be held in 2 weeks.
	+ The JIC is going to demobilizing on June 1, 2021, but work will continue unified communications with no formal JIC.
	+ Lastly, the Ford Field vaccination clinic was a great success. They provided almost 300,000 vaccinations. Mobile clinics continue at neighborhood sites. May 17, 2021, was Ford Field’s last day. Many with special needs were able to go to Ford Field to be vaccinated and the experience was a very positive one.
	+ A question was asked on what percentage of positive tests are being tested for the variants? Jennifer will follow-up on the question and provide feedback at the next meeting.
* **MVR Exercise Results – Kesha Dixon**
	+ Kesha Dixon updated she sent out 257 exercise emails recently. Out of the 257 emails she received 113 responses. From the 113 responses, 72%, or 79 people were available for deployment.
	+ A question was asked how to reach the 144 people who did not respond? Kesha will follow-up with them, but thought that some participants may be older, or have health conditions, or may not want to continue to be members of the team.
	+ How do we get more volunteer engagement? Do we need a quick 5-minute training on the importance of exercises? Dr. Berman thinks some people may blow off the emails, but we might need to send out another email outlining the importance of the exercise.
	+ Dr. Brian Murphy recently received a FEMORs in Florida exercise drill, and in their email, they made the point of stating their funding depends on a good response to the drill. He suggested that this information be added to the next email and to stress the importance of their response. This information will be added to the next Call Down Drill along with a one sheet procedural document.
	+ Tim Schramm discussed the potential decrease in MI-MORT funding due to a lack of email responses. DMORT federal members need to respond to emails every single month.
	+ Jessica and Kesha will work together before sending the next email.
	+ Dr. Maureen Schaefer suggested since the email was only sent out once, there may be a possibility that some were lost. She suggested sending it out again and this time adding a third option for being removed from the email list. Tori Arnold said adding another option is possible. Maureen also suggested using the Facebook social media platform to announce an email is being sent which may help with the responses.
	+ Who is managing the MI-MORT LinkedIn page? Who set the page up? Tori Arnold has tried to update the MI-MORT LinkedIn site, but has been unsuccessful. Tim gets daily MI-MORT LinkedIn updates, so he thinks it is being used. Markus Neuhoff thought Tim was referring to his personal LinkedIn account but does not know who set up the MI-MORT LinkedIn account. Maureen said she reviewed the account but did not see any activity. Tori and Markus will review and update the account and make changes rather than get rid of it.
	+ Markus suggested adding a banner to MI-MORT emails to get better responses. For him personally, he responded “I will not respond was his response”, but he wanted a response to be added “Not at this time”, since he now has an 8-month-old at home.
	+ Dr. Berman gets too many MVR emails all in a row. Tori does not know why this happens but has discussed the issue with Juvare. She thought maybe Dr. Berman has multiple emails in his profile which may be causing the issue.
* **IT Inventory Update – Brook Babcock**
	+ Brook Babcock updated that he is upgrading FileMaker, and the VIP software, as well as info on the Google drive.
	+ BETP has purchased the Porus Inventory system which can be used for all inventory.
	+ The system new computers and scanner screens are in and Brook will tie the security components into the system. He also just ordered four high-definition cameras and a wireless doorbell system, with two entry systems. The security system has a fluid and temperature sensor that will detect leakage from the MERC or the internal temperature of the trailer, depending on what is being used for storage.
	+ Dr. Murphy gets text message messages to his phone for his system, which as a dual response system. He asked if the MVR has texting? Yes, according to Tori but there is a cost, which may be an issue. Tori will get costs, which can be added to budget. Some recipients may also get billed for text messages.
* **First MI-MORT In-Person Meeting Discussion**
	+ Tim said MDFA is still not hosting in-person meetings within their facilities until after July 1, so the June 24, 2021, MI-MORT Command Staff meeting will be virtual.
	+ The July 22, 2021 meeting may be the first in person meeting, so Tim asked do we want to continue in-person meetings? Or in the future make it a combination of virtual and in person meetings? Hosting virtual meetings for some will allow no travel time and should be considered.
	+ Jessica said BETP has an Owl camera which could be used. The suggestion was to host “in-person” meetings once a quarter and discuss the new normal options further.
	+ Mortuary classes at Wayne State University have been and will continue with a combination of part time in person and part time virtual classes.
	+ Several members are missing the in-person/networking meetings.
	+ Details will be discussed further at the June 24, 2021, meeting.
* **Next Meeting Discussion**
	+ Add to next month’s agenda.
		- DART Trailer
		- Family Assistance Center Update
		- Follow-up on MVR
		- In-Person or Virtual Meeting Discussion
		- BP3 Tabletop Exercise Discussion
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**Future Meetings**

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| * June 24, 2021 - Virtual
 | * January 27, 2022 – in Person
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| * July 22, 2021 – In Person
 | * February 24, 2022 - Virtual
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| * August 26, 2021 - Virtual
 | * March 24, 2022 - Virtual
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| * September 23, 2021 - Virtual
 | * April 28, 2022 - Virtual
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| * October 28, 2021 – In Person
 | * May 26, 2022 - Virtual
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| * No November Meeting
 | * June 23, 2022 - Virtual
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| * No December Meeting
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