**MI-MORT Command Staff Meeting**

**June 24, 2021**

10:00 a.m. – 11:00 a.m.

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Attendance: Victoria Arnold, Dr. Gary Berman, Kesha Dixon, Rick Drummer, Dr. Todd Fenton, Dr. David Foran, Michelle Fox, Hanna Friedlander, Jessica Gould, Patti Lyons, Tracee McIntosh, Jim Meyer, Dr. Brian Murphy, Todd Neuhoff, Tim Schramm, Dr. Maureen Schaefer, Jennifer Lixey Terrill, Ryan Wilkinson

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| **Call to Order** |
| **Agenda for MI-MORT**:* **Budget Report**
	+ Tim Schramm welcomed everyone to the meeting and thanked them for their commitment and willingness to volunteer to be on the MI-MORT team.
	+ $18.04 remains from the 2020-2021 budget, which runs from July 1, 2020 – June 30, 2021. Tim said this was great news since the remaining funding is returned on June 30, 2021.
	+ Brook Babcock did a fantastic job of making final security system purchases.
	+ The new budget period begins July 1, 2021.
* **COVID-19/SEOC Update**
	+ Jennifer Lixey Terrill reported the total number of confirmed COVID-19 cases in Michigan is 893,756; with a total of 19,664 deaths; Daily Confirmed Cases: 174; COVID-19 Daily Deaths: 2.
	+ She updated that Michigan has received requests from the Funeral Assistance program in the amount of $11,220 million, with most requests coming from the thumb area and Wayne County. The maximum award was for $18,000.
	+ The State Emergency Operations Center (SEOC) has transitioned to Level 3 monitoring with assessments continuing through Situational Reports.
	+ Michigan is entering the fire and EEE season so Local Emergency Managers continue to monitor situations.
	+ The SEOC is updating the COVID-19 response plan to include operational protocols.
	+ Great Lakes Homeland Security grants are being accepted. If there are any projects that cost less than $20,000-$30,000, please let Jennifer know by July 10, 2021.
* **DART Trailer**
	+ Brook Babcock updated that he and Jessica Gould were looking at the DART trailer recently. With 8-10 additional boxes to add to the DART trailer, which is already packed, he suggested swapping the DART Trailer for the Command Staff trailer since it is bigger.
	+ Tim Schramm and Tracee McIntosh have no objections to trading trailers, but Tracee asked if the Command Staff trailer had heat? Brook said that if it did not, a portable heater or air conditioner could be added. Tim said there is no heat or air conditioning in the Command Staff trailer, so if heat or air conditional needed to be added, we will need to request funding. The Command staff trailer does have a permanent desk and carpeting, which will need to be removed.
	+ More discussion to come on this.
	+ Jessica said there are multiple 53’ trailers available from the COVID-19 response, so she has made a request for MI-MORT to get three trailers. The trailers can also be used for storage of backboards and racks. There are lots of inventory storage decisions to be made, so Brook and Jessica will review the trailer exchanges in greater detail.
	+ BETP has hired new part time/short term staff to assist in entering inventory in the Poros Connect System, which will include MI-MORT inventory. More details to come.
* **Family Assistance Center Update**
	+ Jessica Gould attended an NTSB Family Assistance Center (FAC) training.
	+ The class went through a lot of planning processes for train and plane accidents that are appliable to use for other mass fatality incidents.
	+ Jessica is reviewing the Mass Fatality Plan and will incorporate some FAC plans into the document.
	+ Michelle Fox said she has an NTSB contact who can answer questions regarding FAC planning when we get to that point, if needed.
* **Michigan Volunteer Registry (MVR) Onboarding**
	+ Tori Arnold provided an update on the MVR onboarding process she is creating for new member packets for new MI-MORT volunteers.
	+ Jessica asked if the MI-MORT and FAC plans should be included in the packets? Tim suggested creating a one-page document with the location of MI-MORT plans and place plans in the member only document section on the MI-MORT website. Jessica will create the one-page document along with additional information to be included in the packets.
	+ All new MI-MORT volunteers have been processed in the MVR. Tori said she contacted Juvare to see if email notifications can be sent directly to each team lead administrator, rather than email notifications coming from Tori Arnold or Susan Puls.
	+ Kesha Dixon will send welcome information to all new members with cc’s to team lead administrators so they are aware they have new members.
	+ Dr. Berman said the website needs to be updated since the site currently lists 2015-2018 events. Marcus Neuhoff asked what other upcoming events should be added? Tim said to add all Command Staff meetings listed on the agenda, the BP3 tabletop exercise and MVR exercises when dates are established.
	+ In October 2021 there will be an unannounced MVR drill. Jessica will draft language for the drill and draft language for the document and send Markus the list of activities.
	+ Tim said he received a volunteer, Kevin Sadaj, who is a Public Information Officer for Oakland County who is offering his services, both as a PIO and morgue staff. He has deployed in past for other events. Tim asked if it is appropriate to ask him to serve as the MI-MORT PIO. PIOs are expected to work with the state or department PIO, but having a MI-MORT PIO would take some burden from Tim. Kevin will need to attend command meetings to become more fluent in the program. Tim said MDHHS PIO Bob Wheaton set up interviews during the activation and worked with Tim, but additional assistance would be beneficial to help with those interviews.
	+ After further discussion, it was suggested by Jennifer Lixey Terrill that Kevin be offered the role of Public Information Officer Liaison (NIMS role), a role that would work with the MDHHS PIO. Rick Drummer said the PIO may need to also need to work with the Medical Examiner PIO.
	+ Tim will formally ask Kevin to serve as the MI-MORT Command Staff PIO Liaison and attend future meetings.
* **BP3 Tabletop Exercise Discussion**
	+ Jessica provided an update on the BP3 tabletop exercise. This will be a tabletop with training, and not a full scale where all equipment is pulled. The exercise provides an opportunity for all teams to conduct individual trainings such as the administrative section testing the badging system.
		- Maureen Schaefer suggested the DPMU practice inventory control with the T-Cards. Other team suggestions to consider?
		- Jim Meyer said since this was his first deployment, he suggested teams discuss what to bring to an activation, such as duffle bags, go kits supplies, and where to get gear. The vendor for supply wear may be asked to attend the tabletop to take orders.
		- The dental section could train on One ID and the new DEXIS equipment.
		- The VIC/MIC could practice the VIP.
	+ Tim suggested working on volunteer engagement at least once a year through training, once every 3 years with a full-scale exercise to keep volunteers interested. Volunteer engagement pieces are very important.
	+ Dates: May/June 2022 or the Winter of 2021? Rick Drummer suggested staying away from the winter months, and Maureen Schaefer suggested student spring and grade school spring breaks. Jessica will find out LCCs spring break timeline.
	+ Marcus will add the Spring 2022 exercise to website.
* **In-Person / Virtual Meeting Scheduling**
	+ The first month of every quarter we will meet in-person, with Team call-in options for those not available to attend in-person meetings. This follows the timeline listed on the agenda. Are there any objectives, comments, or suggestions?
	+ Tim said this will be the normal way of conducting business from now on with adding virtual options.
	+ Jennifer suggesting using the BETP JAR for more room to spread out for the July meeting. The Michigan Dental Association offices also has three conference rooms if needed. Kesha said she would check on availability. In-person meetings will be from 10:00 a.m. – 2:00 p.m. Length of meetings was 10-2. Kesha will check on the availability with MDA for the July meeting.
* **MVR Exercise - Text Message Update**
	+ Tori updated that it would cost between $20-$30 to send out text messages through the MVR, but first she needs to figure out logistics.
	+ This process does not change how messages are sent out. Tori will show Kesha how the system works.
* **Florida Condo Collapse Discussion**
	+ Jennifer Lixey provided an update on the recent Florida condominium collapse. So far there are up to 51 people unaccounted for. Jennifer will provide feedback during the next meeting.
* **Other Related Upcoming Meetings**
	+ Tim will attend a DMORT meeting in Orlando later this year.
	+ The MAME conference will be held November 5-7, 201 in Lansing. Jessica Gould will provide a presentation on the newly developed Fatality Management Plan during the meeting.
* **Future MI-MORT Command Staff 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
 |
| * September 23, 2021 - Virtual
 | * April 28, 2022 - Virtual
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| * October 28, 2021 – In-Person
 | * May 26, 2022 - Virtual
 |
| * No November Meeting
 | * June 23, 2022 - Virtual
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| * No December Meeting
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