



# FEMORS NewsGram

## Vol. 1, No. 2

### Summer 2003



#### DIRECTOR OF OPERATIONS MESSAGE

This is the second of your FEMORS NewsGrams. Regular updates will be communicated to members by means of NewsGrams on a quarterly basis, or sooner, if developments occur that warrant it.

There have been many new developments, and as you will see, our focus for the upcoming year has been shifted by events beyond our control.

Its time to make lemonade!  
**Larry R. Bedore**

#### DPMU FUNDING ON HOLD

On July 21<sup>st</sup>, we learned, for the first time, that the FEMORS grant proposal for a warehouse/office and equipment for a DMPU was not included in the CDC grant application for the upcoming year. Instead, continuing funding of \$150,000 (the same level as year one) for administrative planning was included.

After the initial shock wears off, many of us tend to view this as a silver lining to a dark cloud. We now have more time to refine the people side of a disaster response system and can incorporate the

physical equipment side in a more orderly fashion. Additionally, we can improve our liaison with other elements of the disaster community in Florida.

#### YEAR TWO REBUDGETED

The limited budget has forced us to drastically realign our focus areas for the upcoming year. The grant fiscal year actually runs from Aug 31, 2003 thru Aug 30, 2004, so funding becomes available only in September. (Year one ended June 30<sup>th</sup>, so we have a gap until the new budget starts.)

In addition to the deletion of all items related to warehouse and equipment issues, the following reductions had to be made:

- Payroll expenses for the two paid positions (Director of Operations and Director of Business and Finance) were significantly reduced.
- Coordinator of Administrative Services position will not be filled until DPMU funding is achieved.
- Training funds were reduced drastically.

#### TRAINING IMPACTS

With the reduced funding, the originally planned training sessions will have to be redesigned. Year two had planned to provide training sessions for:

- Family Assistance Center core team with VIP database.
- DPMU core team.

- Dental Section training with new digital x-ray system and WinID database.
- Spring Training 2004 with practical exercises planned in the new DPMU set up in the warehouse.

With only \$9,000 available for training (and lacking the planned equipment on which to train) we eliminated all DPMU sessions and allocated \$3,000 to each with the following changes:

- Family Assistance Center core team with VIP interview process and database overview
- Dental Section training on WinID database
- Spring Training 2004 focused on Field Operations Guide

Even these plans are preliminary and may be altered as the Working Group seeks ways to best direct FEMORS' efforts this year.

Unfortunately, without additional funding, we will be unable to provide full coverage for travel expenses as was done for the first Spring Training. We are, however, exploring ways to secure additional funding from other sources and hope to repeat the delivery of the annual training at no cost to members. The worst-case scenario is that members would have to pay for lodging and meals on their own the same way the federal programs operate. There would still be no registration fee for any member.

**ACTIVITIES UNDER DEVELOPMENT**

Before word of the budget change was known, a number of issues were being processed under the assumption of having a DPMU available. The Working Group met in June to provide input on several planning items, most of which will need to be readdressed in light of the DPMU change. Some development issues, however, are not affected by the absence of the DPMU.

**OPS APPLICATION PACKAGE**

Work is progressing on the OPS (Other Personnel Services) state employment package. Because each member will become a temporary Department of Health employee when activated for an emergency, DOH is helping define the forms and documents needed. For example, in an emergency situation, the normal Dual Employment Request form (for active state employees) will not apply. DOH and FEMORS desire to have every member pre-processed with this package and placed in an "inactive" temporary OPS category to streamline the deployment issues when activation occurs so compensation can begin without delay.

FEMORS will also need to develop position descriptions for each member classification in order for DOH's human resources department to create the necessary personnel file and Personnel Action Request Forms to establish the inactive status.

DOH is also exploring paying for the required criminal history checks as the cost would approach \$5,000 and there was no provision in the budget for that process. The Working Group expressed its intent that past arrest or conviction for any theft-related offense be a bar to FEMORS membership due to the potential for exposure to valuables recovered with victims. Other offenses would be reviewed by a membership committee for recommendation on acceptance.

The FEMORS pay plan has been drafted and submitted to DOH for consideration. FEMORS has some positions that are not defined in the federal system and other positions modified from the federal system. OPS employees must be assigned a broadband pay grade under the Florida system, but many FEMORS positions are unique and have no current state counterpart so comparability study is needed. Some of the positions, especially the higher end professional ones, will be "excluded" for purposes of overtime at time and one-half. Instead they will receive straight time for overtime hours.

"Included" positions will receive overtime at time and one-half. So, a good deal of administrative work remains before the pay plan can be finalized and distributed to members.

Finally, FEMORS hopes to be able to make the entire OPS application package downloadable from the members web site. To do this some forms need to be converted to digital format (preferably in Microsoft Word format although read only Acrobat Reader pdf files may also be required) by scanning or drafting if possible. The intent is to make the process as efficient as possible and to reduce the need to mail out hundreds of bulky packages.

**MEMBERSHIP CLASSIFICATION**

As new members apply to FEMORS by creating a User Profile on the web site, they provide a limited amount of information by which to determine the most appropriate category or classification for assignment. Some are relatively easy (dentists, forensic pathologists, etc.), while others possess a variety of skills which could apply to a number of classifications. Details from the completed OPS Application package will help to finalize each member's classification.

The Classification Plan currently drafted starts on the next page.

<b>Classification CODE</b>	<b>FEMORS Title</b>	<b>Description (primary but not limited)</b>	<b>Minimum Requirement</b>
FMTL	<b>FEMORS Team Leader</b>	Disaster Management of Human and Equipment Assets; ME Liaison; MSU Liaison; Scheduling	Mass Fatality Disaster Response Experience; Management and Administrative Experience
RGTL	<b>Regional Team Leader</b>	Performs Go Team Duties as Back-up to Team Leader	Mass Fatality Disaster Response Experience; Management and Administrative Experience
FACL	<b>Family Assistance Core Team Leader</b>	Supervises Family Assistance Center	Mass Fatality Disaster Response Experience; Management and Administrative Experience
PATF	<b>Forensic Pathologist</b>	Examines recovered remains, details anatomic observations; May serve as section leader for Pathology	Forensic Pathology M.D. or D.O.
DOCN	<b>Non-Forensic Pathologist, M.D., or D.O.</b>	Examines recovered remains and details anatomic observations under the supervision of a forensic pathologist	M.D. or D.O. without forensic/ postmortem experience
ANTF	<b>Forensic Anthropologist</b>	Search or examination of bone or fragments; May serve as section leader for scene or morgue Anthropology	Ph.D. with forensic/ postmortem experience
ANTN	<b>Non-Forensic Anthropologist</b>	Search or examination of bone or fragments under the supervision of a forensic anthropologist	Ph.D. without forensic/ postmortem experience
ODNF	<b>Forensic Odontologist</b>	Examines dental remains, processes antemortem dental records for ID; May serve as section leader for ante or post mortem Odontology	Licensed Dentist with forensic/ postmortem experience
DENN	<b>Non-Forensic Dentist</b>	Examines dental remains, processes antemortem dental records for ID under the supervision of a forensic odontologist	Licensed Dentist without forensic/ postmortem experience
MHLO	<b>Mental Health Officer</b>	Monitors team member performance and well being	M.D., Ph.D., or Nurse
ADFI	<b>Administrative Officer</b>	Coordinates Administrative and Financial documentation duties with MSU	Administrative and Financial Experience
CHAP	<b>Chaplin</b>	Pastoral Care of FEMORS staff	Pastoral Experience
IRCS	<b>IR Computer Specialist</b>	Sets up and troubleshoots network operation and VIP modifications; assists command staff	Programming, IT or MIS Experience, MS Excel power user

<b>Classification CODE</b>	<b>FEMORS Title</b>	<b>Description (primary but not limited)</b>	<b>Minimum Requirement</b>
MEDI	<b>Medical Investigator</b>	Identification coordinator; Post mortem data entry and VIP searching for possible ID linkages; May perform FAC interviews or contact families for information; May serve as section leader for Identification Center, Medical Investigations, Admitting, Photography, Personal Effects, Body X-Ray, Remains Holding or Storage, Records Management; May assist with pathology, anthropology, odontology, DNA, or scene search sections	Medical Examiner Forensic Investigator or Law Enforcement Death Investigation Detective Experience
MRTO	<b>Mortuary Officer</b>	May serve as section leader for Morgue Operations, Admitting, Personal Effects, Body X-Ray, Embalming, Casketing, Remains Holding or Storage, or Remains Release; May serve as FAC interviewer	Licensed Funeral Director or Embalmer
SAFO	<b>Safety Officer</b>	Monitors proper PPE usage and safety factors in the morgue environment	Chemistry/Bloodborne Background
FPTS	<b>Fingerprint Specialist</b>	Obtains print impressions from remains or antemortem specimens; Compares ante and postmortem prints for ID	Postmortem Fingerprint Experience or Latent Print Analyst
DNAS	<b>DNA Specialist</b>	May serve as Section Leader for post mortem DNA collection and FAC DNA Section for specimen collection from families.	Laboratory level Forensic DNA Experience
FORS	<b>Forensic Specialist</b>	Assists DNA, pathology, anthropology, odontology, photography, or personal effects sections	Laboratory level Forensic Experience: DNA, Toxicology, Chemistry, Firearms, etc.
DPMU	<b>DPMU Team</b>	Equipment managers and logistics coordinators	Administrative and Mechanical Aptitude Experience
EVSP	<b>Evidence Specialist</b>	Scene search and recovery; Assists (as scribe) pathology, anthropology, odontology, or DNA sections; May serve as section leader for Disaster Site Center or Transport, Remains Holding, Photography, Personal Effects, or Remains Storage.	Crime Scene Technician Experience
AUTT	<b>Autopsy Technician</b>	Assists pathology, anthropology, odontology, or DNA sections; May serve as section leader for Body X-Ray	Medical Examiner Morgue Autopsy or X-Ray Experience

<b>Classification CODE</b>	<b>FEMORS Title</b>	<b>Description (primary but not limited)</b>	<b>Minimum Requirement</b>
IRDE	<b>IR Data Entry</b>	Performs data entry; Helps in any other clerical capacity	Data Entry, Windows, and MS Office Proficiency
FACS	<b>FAC Specialist</b>	Interviews families for gathering VIP information on missing persons; Performs data entry of ante mortem information	Training in FAC (non-Director level funeral experience)
PHOT	<b>Photographer</b>	Takes photographs at any of the several morgue stations or at disaster site	Forensic Photography Experience
ADSP	<b>Administrative Specialist</b>	Helps in any clerical capacity including data entry, records clerk, or morgue scribe	Clerical skills with basic computer skills
DENA	<b>Dental Assistant</b>	Assist odontologists at table or in clerical capacity, or serve as body escort or scribe	Dental Hygienist or Assistant
MRTA	<b>Mortuary Assistant</b>	Body escort, scribe, body storage handling	Volunteers not otherwise defined

#### **MEMBERSHIP STATUS**

Although new members continue to sign up, as of the middle of July, and using the above Classification Plan for preliminary assignment, FEMORS membership totaled 191 members with the following breakdown.

<b>Categories:</b>	<b>Title</b>	<b>Total</b>	<b>Region</b>				
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>?</b>
	ADFI Administrative Officer (FEMORS Director of Finance)	1		1			
	ADSP Administrative Specialist	2			2		
	ANTF Forensic Anthropologist	3		2	1		
	ANTN Non-Forensic Anthropologist	0					
	AUTT Autopsy Technician	9		1	7	1	
	CHAP Chaplain	0					
	DENA Dental Assistant	5			2	3	
	DENN Non-Forensic Dentist	0					
	DNAS DNA Specialist	6			5	1	
	DOCN Non-Forensic Pathologist, M.D., or D.O. (1 resident)	1		1			
	DPMU* DPMU Team (8 + 1 tractor driver)	9	2	2	4	1	
	EVSP Evidence Specialist	19	3	1	8	7	
	FACL Family Assistance Core Team Leader	1			1		
	FACS FAC Specialist	0					
	FMTL FEMORS Team Leader (FEMORS Director of Operations)	1		1			
	FORS Forensic Specialist* (1 other on DPMU)	18	6	2	7	3	
	FPTS Fingerprint Specialist	6			3	3	
	IRCS IR Computer Specialist* (1 other on DPMU)	1			1		

Categories:	Title	Total	Region				
			1	2	3	4	?
	IRDE IR Data Entry	0					
	MEDI Medical Investigator* (plus 3 on DPMU)	21		5	7	9	
	MHLO Mental Health Officer	0					
	MRTA Mortuary Assistant* (1 other on DPMU)	8	1		6	1	
	MRTO Mortuary Officer* (3 others on DPMU) [1 Georgia]	55	5	5	22	22	1
	ODNF Forensic Odontologist	18	1	2	3	12	
	PATF Forensic Pathologist	6		3	2	1	
	PHOT Photographer	0					
	RGTL Regional Team Leader	0					
	SAFO Safety Officer	0					
	FEMORS Program Director	1		1			
* DPMU Team			Total Members:				
		191	18	27	81	64	1

**UNIFORMS**

The Working Group also recommended that the basic FEMORS uniform will consist of a navy blue BDU long sleeve shirt and khaki BDU long pants in Ripstop or similar durable material. DPMU team will use Orange shirts.

Finalizing the vendor for these items may be several months off, but we hope to begin seeing availability in time for the Spring Training meeting (tentatively in March, 2004.)

**COMMENTS/SUGGESTIONS**

Members can still reach FEMORS staff at the following numbers:

Larry Bedore  
727-560-3276 (Cell)  
[Lbedore1@tampabay.rr.com](mailto:Lbedore1@tampabay.rr.com)  
or

**FIELD OPERATIONS GUIDE**

Drafting of the FOG was progressing well. Now that the DPMU is removed from consideration for the time being, we have a bit of redrafting to do in terms of response to assist without such equipment.

**RDSTF EXPOSURE**

One of the areas to which FEMORS will devote its energies this coming year is in educational presentations to the health subcommittees of the Regional Domestic

Security Taskforces (RDSTF) about the FEMORS role in supporting the public health disaster response effort. With so much effort spent planning for treatment of living victims through smallpox programs, hospital triage and containment, and exercises directed at bioterrorist exposure, attention to potential fatalities sometimes fails to register as significant. We hope to bring this critical need closer to the forefront of planning efforts.

FEMORS is supported through Department of Health funding made available through the CDC Bioterrorism Grant.