



**Downtown Corridor Minutes**  
SETRAC  
October 2, 2020  
Go To Meeting



**A. Call to Order**

Ray Higgins called the meeting to order at 1:01 pm. He thanked the corridor members for attending the online meeting. He also thanked Aaron Freedkin for chairing the June 5<sup>th</sup> meeting in his absence.

Mr. Higgins stated the August meeting was not held as it was scheduled at the same time as the RHPC Board meeting and the corridor members were asked to attend the RHPC Board meeting in lieu of the Downtown Corridor meeting.

**B. Approval of Minutes (C101)**

Mr. Higgins requested review and approval of the February minutes. Cynthia Quinones (Harris County Psychiatric Center) made a motion to approve the minutes, Aaron Freedkin (Texas Children's Hospital) seconded the motion, and the corridor members carried the motion. The minutes were approved as written.

**C. COVID-19 After Action Report**

• **Hurricane Laura Response/After Action Report (AAR)**

John Wingate sent out the electronic AAR form around September 10<sup>th</sup> to collect feedback from the regional members to develop the Regional Hurricane Laura AAR. The AAR template was sent out around September 16<sup>th</sup>.

There was discussion regarding best practices and improvements at the facilities/agencies during the storm.

• **COVID-19 Response Update – Upcoming COVID Vaccine**

Fidel Calvillo reported the COVID vaccine may be ready for distribution the first part of 2021. As of now, McKesson plans to drop ship to all facilities.

**D. HPP Capabilities Review**

The corridor members reviewed the HPP capabilities as follows:

- Capability 1 – Foundation for Healthcare and Medical Readiness
- Capability 2 – Healthcare and Medical Response Coordination
- Capability 3 – Continuity of Healthcare Service Delivery
- Capability 4 – Medical Surge

**F. EMTF Update**

Mr. Calvillo reported Jon Clingaman (EMTF-6 Coordinator) recently left SETRAC for a position with the Texas Department of Emergency Management (TDEM) as District Coordinator. SETRAC is in the process of interviewing to fill this position.

The Emergency Medical Task Force (EMTF) is a state and federally (TXDSHS/ASPR) funded program with the mission of creating state-deployable medical teams, regionalized for rapid mobilization and readiness. The goal of the EMTF program is to provide a well-coordinated response, offering rapid professional medical assistance to emergency operation systems during large scale incidents. Immediately available resources include Ambuses (thirteen strategically located across Texas; two in EMTF-6), Mobile Medical Units, Ambulance Strike Teams (hundreds of units across Texas), RN Strike Teams, Medical Incident Support Teams and Staging Managers. Eight (8) full-time regional coordinators and one State Program Manager assure emergency resources are immediately available across Texas. The Texas EMTF is part of the Texas Disaster Medical System. The EMTF-6 Region is managed by SETRAC.

### **G. Training and Exercise**

Training opportunities (WebEOC, EMResource, EMTrack, etc.) are available online or in-person. The October training schedule was distributed for review and reference. To schedule a training class, please contact John Wingate at [john.wingate@setrac.org](mailto:john.wingate@setrac.org).

Mr. Higgins reminded the corridor members to ensure their WebEOC/EMResource passwords and those of their staff are up to date prior to a disaster. This is not a priority for the SETRAC staff during a disaster. Passwords should be checked regularly so please remind your staff to check prior to and in the early stages of preparation. These systems also have a “self-help” aid to reset passwords.

### **H. Special Populations Update**

Hilal Salami reported the groups have grown since SETRAC started the PPE distributions. The Long Term Care (LTC) in-patient care has 750+ members and on the home health/hospice side there are 780+ members. The PPE process has been revised to contain an “entity number” to coincide with the facility/agency name. Anyone picking up PPE should have this number with them to obtain their PPE.

Mr. Salami stated the Special Populations members did very well during Hurricane Harvey. SETRAC had to evacuate a few facilities but most already had sister facilities identified and pre-evacuated their facilities by heeding the SETRAC calls. The members will also be included in the After Action Report and have already received the template and link. The link will place them on the community site for the full-scale exercise.

Mr. Salami is conducting a conference call (twice a month/bi-weekly) with the Special Populations members to discuss ongoing issues and up-to-date communications regarding CMS requirements and COVID-19 response.

### **I. Partner Updates**

There were no partner updates given.

### **J. Open Discussion/Other Business**

Mr. Higgins reminded the corridor members to notify the CMOC Duty Officer of internal disasters (24/7). Be sure those who need to know to contact CMOC have the correct number (713-416-9508). The number has been updated in WebEOC and EMResource as well.

Mr. Higgins reported the Downtown Corridor radio checks have been worse than usual. Lisa Spivey reinforced the requirement for redundant communications. Each facility/agency needs to check with their Emergency Management Coordinator to ensure they know where their radios are located and who has the phone WAVE app. Fanny (MD Anderson) asked if anyone still uses the SAT phones, and Mr. Higgins and Freedkin responded that their organizations still use them as backup. Mr. Freedkin mentioned his organization has a robust HAM radio group as well.

### **Adjournment**

There being no further business, Mr. Higgins requested a motion to adjourn the meeting. Evelyn Locklin (The Harris Center) made a motion to adjourn the meeting, the motion was seconded, and the meeting was adjourned at 1:42 pm. The next Downtown Corridor meeting is scheduled for Friday (December 4<sup>th</sup>) via Go To Meeting.

**ATTENDEES:** Ray Higgins, Aaron Freedkin, Marilyn Booker, Jonathan Castaneda, Kent Cavender, Guy Cayo, Oluwatoyin “Tee” Allen Taylor, Elizabeth Rothrock, Richard Martinez, Fanny Frederick, Cynthia Crespo-Bonaparte, Evelyn Locklin, Aaron Velasquez, Fidel Calvillo, John Wingate, Hilal Salami, Roxie Ward