



Downtown Corridor Minutes
SETRAC
December 4, 2020
Go To Meeting



A. Call to Order

Ray Higgins called the meeting to order at 1:00 pm. He gave special thanks to the SETRAC Team (Lori, Lisa, Fidel, John, Adam, Hilal and Roxie) for always being available and ready to help. It has been a tough year and he really appreciates all the great work and support provided him, his organization, and the Downtown Corridor.

B. Approval of Minutes (C101)

Mr. Higgins requested review and approval of the October minutes. Amy Lopez (Memorial Hermann) 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

- **Inventory Review**

Mr. Higgins introduced Jackson Bartlett as the new Logistics and Inventory Coordinator for SETRAC. Mr. Bartlett reported SETRAC is required to conduct a 100% eyes-on of all DSHS and HPP purchases by the end of the fiscal year. He advised the corridor members he will be sending each facility an excel tracking form and a request for appointment to schedule a time to come-by and verify their inventory of DSHS and HPP items. The major task will be to complete and verify the inventory process for all facilities and ensure they are entered in the WiseTrack system by the end of the fiscal year. He is available for WiseTrack training should anyone be new to their facility and need inventory training and/or for anyone needing access to the system or a refresher course.

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

Fidel Calvillo reported the COVID numbers are trending upward and SETRAC continues to work with the state for resources. PPE distribution continues at the SETRAC warehouse and will be ongoing as we received the state order through the end of December for hospitals, nursing homes, home health, doctors, dentists, and EMS providers. SETRAC is conducting a coalition conference call next Thursday (December 10th) at 1:30 pm to give an update on the COVID response, rising numbers, data reports, and ongoing support. A calendar invite will go out via the coalition list serves soon with the conference bridge details.

Mr. Calvillo advised the corridor members there are approximately 1100 Angel Staff nurses in the region supporting the COVID response at the hospitals. Hospitals requesting staff should first contact another provider or another contract tracking agency for support. If unsuccessful, the facility will need to submit a STAR request, including justification. Tech support is not included, and the facility/facilities will need obtain this support on their own.

D. HPP Capabilities Review

Mr. Calvillo reported the HPP capabilities (listed below) are being met through the COVID response:

- Reporting
- Med Surge Planning Coordination
- Resource Coordination
- Coalition Development
- Training

F. EMTF Update

Mr. Higgins introduced Mikal Orr as SETRAC's new EMTF-6 Coordinator, taking over for Jon Clingaman since he took a position with TDEM. Mr. Orr reported approximately forty people have been deployed. An Ambulance Strike Team, MIST personnel, Ambus and associated crew were deployed to El Paso on October 22nd. EMTF is working with the partners and agencies there to maintain continuity in staffing and working through COVID exposure and quarantine issues. Demobilization is tentatively scheduled for December 15th.

G. Training and Exercise

During the November RHPC meeting, the coalition members made the decision that a full-scale exercise was not needed for year 2021, due to the current COVID response. Training will be provided on an as-needed bases. To schedule any training at your facility e-mail exercise@setrac.org and John Wingate or Adam Lee will get back with you to set that training up. An Off the Grid communication drill is scheduled for December 10th. An intent for participation form was sent out from Lisa Spivey to identify if you will be participating and how you will be sending your communication for the drill. Once this drill is completed, an AAR will be written and posted on the SETRAC website listing participating facilities.

On Tuesday, December 15th, 2020 at 1:00 PM, SETRAC will be hosting a virtual EMResource and WebEOC training. The registration for this training is through Eventbrite. On January 28th, 2021 SETRAC will be hosting the Regional Burn Surge Tabletop Exercise. This exercise will also be held virtually with registration through Eventbrite.

H. Special Populations Update

Hilal Salami reiterated Mr. Calvillo's information on membership growth, especially in the Long Term Care health group. To date there are approximately 850 Home Health agencies and 750 Long Term Care facilities in the coalition membership. The PPE distribution did bring a lot of facilities/agencies to the table and SETRAC is including them in the phone calls, exercises and everything that is taking place.

Mr. Salami is conducting monthly Special Population conference calls to keep facilities/agencies updated on the COVID response, PPE distribution, testing, training, and upcoming vaccine information.

I. Partner Updates

Michael E. DeBakey VA Hospital – Danny Shine reported he is replacing Brian Crowder (who retired) as the new Regional VA Emergency Manager and is transitioning his previous position (local VA Emergency Management Coordinator) to a new hire, Robert Jackson.

City of Houston Public Health – John Fleming reported there have been big demands for testing through the Thanksgiving holiday and they are still seeing high demands in December. He recommended to continue using protective measure and take advantage of the city and county testing. He stated the city tested 48,000 people in October and tested over 100,000 residents in November. Due to holiday travel, the city is also expecting high numbers in December.

Mr. Fleming also updated the corridor members on the two new COVID vaccines. Public meetings are being held on December 10th. Final recommendations regarding the vaccinations are forthcoming.

J. Open Discussion/Other Business

Proposed 2021 Downtown Corridor Meeting Schedule

Mr. Higgins requested review and approval of the 2021 meeting schedule. He advised the corridor members that April 2nd is Good Friday, and some members may not be able to attend. He proposed rescheduling the date for Friday (April 9th). Danny Shine (Michael E. DeBakey VA Hospital) made a motion to move the April meeting date to April 9th, Eugene Barlow (LBJ General) seconded the motion, and the corridor members carried the motion. The 2021 Downtown Corridor meeting schedule was approved with this date change. There was also discussion regarding the location and the corridor members agreed SETRAC would be the best location due to easy access and free parking.

POD Planning

Mr. Freedkin reported on POD planning for the vaccination process and gave a brief overview on the definition of a POD and POD types. He provided information on what to include in the planning process, including forms (JAS). Mr. Fleming stated the City of Houston Health Department will be using the “drive through” model for pending public COVID vaccinations. Mr. Orr recommended the corridor members consider increased security planning at the vaccination sites.

Adjournment

There being no further business, Mr. Higgins requested a motion to adjourn the meeting at 1:49 pm. The next Downtown Corridor meeting is scheduled for Friday (February 5th).

ATTENDEES: Ray Higgins, Aaron Freedkin, Jonathan Castaneda, Guy Bertho Cayo, Angela Cone, Cynthia Crespo-Bonaparte, John Fleming, Lashonda Hampton, Superior Johnson, Amy Lopez, Jesse Pedroza, Michael Olivier, Michelle Rodriguez, Elizabeth Rothrock, Eugene Barlow, Ashlee Thurman, Fidel Calvillo, Adam Lee, Lisa Spivey, Mikal Orr, Hilal Salami, Roxie Ward