



Downtown Corridor Minutes
SETRAC
February 4, 2022
Zoom Meeting



A. Call to Order

Ray Higgins called the meeting to order at 1:02 pm and thanked the corridor members for their attendance.

Clayton Ehrlich introduced two new SETRAC employees, Carrie Cox (Training and Exercise Coordinator) and Kyle Ericksen (Regional Logistics and Inventory Coordinator).

B. Approval of Minutes (C101)

Mr. Higgins requested review and approval of the December minutes. John Fleming (Houston Health Department) made a motion to approve the minutes, Adam Lee (Memorial Hermann) seconded the motion, and the corridor members carried the motion. The minutes were approved as written.

C. New Business

- **State Nurse Staffing**

Mr. Higgins reported most Downtown Corridor hospitals have received contract nurses through the State and/or Harris County. The state has granted an extension of February 28th. SETRAC is looking at a demobilization plan for the Harris County nurses with more details to come. Some hospitals have already cancelled their contracts and have demobilized their nurses. He reminded the hospitals who have contract nurses from the State and/or Harris County that they must submit daily reports to each agency.

Mr. Higgins stressed that it is critical that hospitals provide their daily bed/vent reports, which is a requirement of DSHS and ASPR, as well as Governor Abbot's Executive Order from March 20, 2020). The data helps justify the need for contract nurses and staff during COVID surges. If reports are incomplete or not received, numbers do not make sense and then the State will contact SETRAC requiring SETRAC to contact those facilities point of contact. If this is a repeat issue, the facility's CEO may receive a call directly from the State. He mentioned corridor members might want to contact the individual(s) responsible for inputting their numbers to ensure they are reporting daily and accurately.

D. HPP Capabilities Review

- **EMTrack Training**

SETRAC has EMTrack training available including nights and weekend staff. John Wingate (john.wingate@setrac.org) and Carrie Cox (carrie.cox@setrac.org) can be contacted for more information.

- **COVID Update**

Mr. Higgins stressed the importance of facilities reporting their data daily to ensure the state has the most accurate information.

F. EMTF Update

Mikal Orr reported the following EMTF missions and training classes:

Current Missions:

1. AST Border Support in Dilley Texas – Ambulance crew operating on this mission from EMTF-6. SMA is through 2/13/22.

Past Missions:

1. MPV 6-01 completed transfer of 15 patients from a home health facility to 3 regional hospitals on 1/5/22.
2. AST 911 Support in Chambers County – 2 MICU crews arrive on 1/7/22 up to 7-day mission. Covid exposures have resulted in short staffing of Chambers County's EMS system.
3. Minor fire in LBJ ER – 20 patients transported to Ben Taub by MPV 601 & 603.

Training/Meetings:

1. EMTF Workgroup rescheduled to February and Coordinator meeting was held virtually.
2. WPU/REM development meeting held on 1-27-22.
3. The 2022 EMTF training, meeting, and exercise calendar is tentatively complete. This calendar will remain fluid, again, due to Covid restrictions and scheduling conflicts.
4. As we move through this year, there will likely be training/mentorship opportunities during planned events and some activations. These opportunities will be evaluated on a case-by-case basis and approved by SETRAC leadership. Also, such opportunities will be on a volunteer basis and not eligible for reimbursement.

New/Future Business:

1. Considerable work/planning needed to re-engage and develop our EMTF program components.

G. Training and Exercise

Houston will be conducting their CCTA exercise on Saturday the 5th of February, there are two different times for play; 1400 - 1500, and 2100 - 2300. SETRAC will be conducting a CMOC exercise beginning at 1200 on Saturday the fifth as well. This will be a Medical Response and Surge Exercise. Minimal play will be expected from our facilities and being that it is a Functional Exercise there will be no physical movement of patients.

If your facility has not yet completed the extent of play to participate in the annual regional RHPC exercise, please do so now so SETRAC can identify the intended players early on and better develop the exercise for the entire region.

H. Special Populations Update

Special Population Stakeholders:

1. Special Populations and Free Standing EDs Meeting held on Dec. 9th topics discussed:

COVID Updates

- a. Full Scale Exercise in May for Special Pops- targeting Evacuation and Shelter in place during a weather event.
- b. Exercise planning team will be created.
- c. Training and Exercise - EMResource training available online and on site if needed. SETRAC and EMResource training was held on January 25th.
- d. 2022 RHPC Symposium: Speaker participation and Award of Excellence was discussed.

FSED Stakeholder

- a. COVID Update
- b. Burn Surge Exercise discussion to have FSED participate in the exercise. Several FSED would like to participate.

Ongoing Activities

- a. Planning with local OEMs for hurricane bootcamps (4).
- b. Continue working with ESRD and HHSC on Emergency Preparedness Meetings.

- c. Continue to onboard facilities and agencies to increase regional participation in the coalition.
- d. Meeting with facilities and providing RHPC overview and working on agreements.
- e. Emails communications has been sent out regarding COVID response activities.

Next meetings scheduled for February 10th will be virtual.

H. Inventory Update

Kyle Ericksen introduced himself as the new Regional Logistics and Inventory Coordinator. He discussed the HPP/DME inventory and explained the lists may not be up to date. He asked the corridor members to find what inventory they can to help the process go smoothly. He advised many of the VOCSN ventilators will be exchanged one-for-one due to maintenance at the state level and SETRAC will be coming by soon to pick them up. He briefly touched on distribution of PPE and COVID tests.

I. Partner Updates

Texas Children's Hospital (TCH) – Tina Rose reported the TCH Department of Organizational Resilience is hiring three positions in the next couple months. One will be more of a technology and trainer position with disaster communications and will specifically include a skill in managing and training Everbridge, while 2 positions will be new analyst positions, one analyst working more specifically with business continuity operational plans for essential function planning across service areas, while the other will work more with incident/disaster/emergency operational planning for the organization. All three positions will be based in the Texas Medical Center downtown within the Texas Children's Hospital Abercrombie Building. The position descriptions should be finalized and posted sometime in the month of February under the Department of Organizational Resilience.

No other partner updates were submitted. Anyone wanting their partner update included in the minutes should send their update via email to Roxie Ward at roxie.ward@setrac.org. This will ensure updates are documented accurately in the minutes.

J. Open Discussion/Other Business

- **Hazardous Vulnerability Assessment (HVA)**

Mr. Higgins requested the corridor members bring their HVA's to the April meeting for review.

- **Award of Excellence**

Mr. Ehrlich reported the symposium planning committee will be meeting next week to begin the planning process for this year's symposium. He advised there will be more information to come soon regarding the Award of Excellence (application, due date, etc.).

Adjournment

There being no further business, Mr. Higgins adjourned the meeting at 1:33. The next Downtown Corridor meeting is scheduled for Friday (April 1, 2022) at the SETRAC Conference Center.

ATTENDEES: Ray Higgins, Jonathan Castaneda, Kent Cavender, Janett Chaves, Stephen Collazo, Angela Cone, Cynthia Crespo-Bonaparte, Richard Dunn, John Fleming, Kyle Hamilton, Rosaline Igbokwe, Carissa Imrecke, Robert Jackson, Jeremy Hollis, Adam Lee, Evelyn Locklin, Andrea Medina, Michael Olivier, John Pasquier, Tanya Phillips, Delena Reeves, Tina Rose, Danny Shine, Ashlee Thurman, Aaron Velasquez, Fidel Calvillo, John Wingate, Carrie Cox, Kyle Ericksen, Clayton Ehrlich, Mikal Orr, Roxie Ward