



**Downtown Corridor Minutes**  
SETRAC  
April 1, 2022  
Zoom Meeting



**A. Call to Order**

Clayton Ehrlich called the meeting to order at 1:00 pm.

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

Mr. Ehrlich requested review and approval of the February minutes. Adam Lee (Memorial Herman System) made a motion to approve the minutes, Amy Lopez (Memorial Hermann TMC) seconded the motion, and the corridor members carried the motion. The minutes were approved as written.

**C. New Business**

• **HPP Amendments**

HPP/ASPR amendments went out on Monday, March 7<sup>th</sup>, which will extend the current 5-year agreement another 2 years (June 30, 2024). These signed agreements are due back to the SETRAC office by April 29<sup>th</sup>. If your facility needs an extension on this deadline, please make sure to contact Mr. Ehrlich at [clayton.ehrlich@setrac.org](mailto:clayton.ehrlich@setrac.org). New facilities or campuses that need an initial agreement even if they share the same license numbers (example: Freestanding ED, etc.) should reach out to Mr. Ehrlich for further details.

• **RHPC Corridor Chair/Co-Chair Nominations (May 2022)**

In May each corridor's chair and co-chair will be up for election/reelection. Nominations will take place in May, voting in June, and the elected chairs/co-chairs will take their seats on July 1<sup>st</sup>. If you are interested in nominating someone or being nominated and would like more information, please reach out to Mr. Ehrlich ([clayton.ehrlich@setrac.org](mailto:clayton.ehrlich@setrac.org)) or Lisa Spivey ([lisa.spivey@setrac.org](mailto:lisa.spivey@setrac.org)) for more information.

**D. HPP Capabilities Review**

• **EMTrack Training**

SETRAC continues to offer training for EMTrack which includes nights and weekend staff. To ensure the Downtown Corridor hospitals are properly trained, SETRAC would like to be able to identify which individuals or group at each facility that will be responsible for EMTrack management during an actual MCI. To schedule training, please reach out the John Wingate ([john.wingate@setrac.org](mailto:john.wingate@setrac.org)) or Carrie Cox ([carrie.cox@setrac.org](mailto:carrie.cox@setrac.org)).

• **COVID Update**

Mr. Ehrlich reported COVID numbers have decreased in our region which is a good thing, and we are seeing lower numbers all the time. SETRAC has noticed some facilities have not been consistent with their daily COVID reporting, and he stressed the importance of everyone continuing to report this data. SETRAC has asked DSHS when this reporting will no longer be required, and no date has been set and the requirements still stand. Everyone will be notified when a decision is reached on when reporting will end. The Harris County and State of Texas nurses have been demobilized and should end today, April 1<sup>st</sup> (at shift change tomorrow morning).

## **F. EMTF Update**

Mikal Orr reported on the following EMTF activities:

### **Current Missions:**

1. AST Border Support in Dilley Texas – Ambulance crew operating on this mission from EMTF-6. SMA is through 3/14/22. TDEM has closed an RFP for a contract to assume this mission.

### **Past Missions:**

1. MPV 6-04 responded to an oil platform fire. Nine patients evaluated, no treatment/transport.

### **Training/Meetings:**

1. EMTF Coordinator Workgroups met in February and made some progress towards re-engagement and producing outputs.
2. Developing a training and organization plan for WPU/REM agencies.
3. IDRU team (UTMB-Galveston/Acadian EMS) will conduct training in Galveston on 3-24. Focus will be donning/doffing PPE and patient transfers.

### **New/Future Business:**

EMTF Coordinators are preparing updated/improved reimbursement guidance documents for our partners. SETRAC will host an EMTF reimbursement meeting with our partners, likely in May.

## **G. Training and Exercise**

Carrie Cox reported the Medical Response and Surge Exercise was completed on Saturday the 5th of February. If your agency or Organization participated in this exercise you can download a copy for the After-Action Report from our website <https://www.setrac.org/after-action-reports/>.

The RHPC annual exercise is scheduled for April 12, 2022, this exercise will be based on a Regional Burn Surge Incident affecting our region. Additional information on this exercise will be distributed as it becomes available. Interested agencies and facilities can register for participation by completing the extent of play at <https://forms.setrac.org/213395157701859>. SETRAC is also planning to hold the hurricane tabletops at the May/June corridor meetings.

A HAM Radio class on is scheduled for Saturday, May 13<sup>th</sup>, from 8:00 am-5:00 pm. Follow this link to register for this session - <https://forms.setrac.org/211615782884868>. The Medical Preparedness & Response for Bombing Incidents is for emergency response personnel, as well as other stakeholders who might respond to a bombing incident. This course will be held in the SETRAC conference center on July 26<sup>th</sup>-27<sup>th</sup>.

## **H. Special Populations Update**

Fidel Calvillo reported SETRAC continues to onboard facilities and agencies to increase regional participation in the coalition. A Stakeholders meeting was held on February 9<sup>th</sup> where Stakeholder Group Objectives were reviewed as follows:

- Covid update provided; continue to discuss the RHPC symposium and request for speakers and submission for the Award of Excellence.
- Presentation by Corey Naranjo on the DNR campaign to assist facilities in educating nursing staff to provide DNR orders during transport.
- City of Houston Public Health and Harris County Public health presented on their COVID nursing home initiatives.
- Exercise planning committee had been finalized schedule to meet March 8.

- Exercise tentative for May 11.
- FSEDs meeting held February 9.
- Covid update provided; RHPC symposium discussed and requesting speakers from this group.
- John Wingate provided an overview and update on the Burn Surge exercise.
- EMResource training will be on going.
- Continue to meet with stakeholders and getting them familiar with SETRAC.
- Boot Camp discussions have been on going. One scheduled for May 4. Two others pending dates. NAB hours have been approved for the boot camps.
- Providing support to leadership for planning initiatives.

The Stakeholders meeting was held on March 9, 2021, at 10:00 am, and the FSED meeting was held on March 9<sup>th</sup> at 2:00 pm.

## **H. Inventory Update**

Kyle Ericksen reported the following inventory update:

Logistics/Inventory Update:

- Continuing to conduct annual HPP inventory at all facilities throughout the region.
  - Coordinate the inventory inspection through respective coordinator.
  - No inventory will be removed.
  - This is just an annual requirement to lay eyes on inventory and update the list of any items that have reached end of life or are no longer usable.
- All state issued Durable Medical Equipment deployed during the COVID Response will be picked up and returned to DSHS over the coming weeks/months.
  - This can be completed in conjunction with the inventory inspection or on a separate date (whichever works better for the facility).
  - Coordinate the DME pickup via coordinator and/or myself.

All questions regarding inventory inspection or DME can be routed to me at [kyle.ericksen@setrac.org](mailto:kyle.ericksen@setrac.org) or via phone at 832-849-7314.

## **I. Partner Updates**

No 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](mailto:roxie.ward@setrac.org). This will ensure updates are documented accurately in the minutes.

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

### **• Inventory**

As Mr. Ericksen mentioned in his update, SETRAC will be conducting a 100% HPP Inventory on all supplies/assets throughout our 25-county region. Emails have been sent out to each facility requesting dates that work best them and their facility. If you have not received one, and/or need to get scheduled, please contact him at [clayton.ehrlich@setrac.org](mailto:clayton.ehrlich@setrac.org) to schedule a time slot. SETRAC appreciates everyone's participation in this as we know your time is valuable.

### **• Award of Excellence**

Mr. Ehrlich encouraged the corridor members to submit for the Award of Excellence 2022 which will be awarded at the symposium in November this year. The information has been placed on the SETRAC website at [www.setrac.org](http://www.setrac.org), click over Preparedness, click on RHPC, scroll down to

RHPC Excellence in Preparedness Award page, and the information regarding deadlines, checklist etc. are there.

- **In-Person Meetings**

Moving forward, SETRAC has chosen to allow in-person corridor meetings. A virtual option will still be offered if your facility does not allow in-person meetings. However, this may be only a conference call instead of Zoom meeting. If you are interested in hosting the next corridor meeting at your facility, please reach out Mr. Ehrlich to reserve the date.

- **HVA Review**

Ms. Spivey gave an overview of the Kaiser Permanente HVA format (copy filed in minute binder) with the corridor members. A few corridor members shared on how their facilities meet to determine their HVAs.

- **Juware Update**

Juware recently update the system so there are a few changes. There is a training class scheduled for Thursday (4/7) at 12:00 Noon to review and assist with these changes.

- **Amazon Letter**

Ms. Spivey advised the corridor members of a letter sent to one of the facilities in the region from an Amazon distribution center. They requested the facility sign the letter of acceptance as their hospital in the event of a mass casualty, and they expected the facility to send ambulances to respond. Amazon has nine large distribution centers in the Houston region, each with their own safety personnel. Ms. Spivey reached out to Amazon and explained SETRAC has a process and plans in place for such an event. SETRAC will be meeting with the leaders of each of their distribution centers at a central location and will present the MCI plans and SETRAC's role regarding emergency preparedness in this region.

## **Adjournment**

There being no further business, Mr. Ehrlich adjourned the meeting at 1:37. The next Downtown Corridor meeting is scheduled for Friday (June 3, 2022) in-person at the SETRAC Conference Center.

**ATTENDEES:** Bryce Allen, Jonathan Castaneda, Kent Cavender, Angela Cone, Richard Dunn, John Fleming, Trey Frankovich, Robert Jackson, Superior Johnson, Jeanne Joubert, Eugenia Lafayette, Adam Lee, Amy Lopez, Evelyn Locklin, Austen McMillin, Michael Olivier, John Pasquier, Devina Patel, Eduardo Rodriguez, Elizabeth Rothrock, Ashlee Thurman, Aaron Velasquez, Lisa Spivey, Clayton Ehrlich, Fidel Calvillo, John Wingate, Carrie Cox, Kyle Ericksen, Mikal Orr, Roxie Ward