



West Corridor Minutes
July 28, 2023
Memorial Hermann Memorial City
929 Gessner Road
Houston, Texas 77024



A. Call to Order

Dena Daniel opened the meeting at 9:12 am.

B. Approval of Minutes (C101)

Ms. Daniel requested review of the May minutes. Cassidy Werts (Memorial Hermann Katy) made a motion to approve the minutes, James Campbell (Memorial Hermann The Woodlands) seconded motion, and the corridor members carried the motion. The minutes were approved as written.

C. New Business

- **Texas Children’s Hospital West Campus Decon Event**

LaSandra Brown presented June 24th TCH West Campos decontamination event involving a chlorine spill at a local pool. Fourteen pediatric patients and parents presented to the TCH West Campus Emergency Department. TCH called in more staff and contacted SETRAC to assist with the decontamination process. TCH successfully decontaminated the patients and their parents, and the Maintenance Department was instructed on how to properly clean the decontamination area. SETRAC was a huge support as most of the staff on duty were new employees (a year or less) and did not have decontamination training; therefore, TCH is reevaluating their decon training and how often the classes will be conducted. A question-and-answer session proceeded with good discussion.

- **Hazard Vulnerability Assessment (HVA)**

Ms. Daniel reviewed the HVA with the corridor members highlighting the top vulnerabilities as follows, workplace violence, cyber security, and hurricanes, and IT outages.

- **Participation Letters**

Katherine Samuel announced SETRAC is working on the participation letters which will give the facilities a visual report card of their participation progress. The first letters going out are for those that have submitted applications for the Award of Excellence and the others will follow.

D. HPP Capabilities Review

- **Coalition Responsibilities**

Ms. Samuel highlighted the coalition responsibilities document which was emailed to the corridor members (*document filed with the West Corridor minutes binder*).

- **Acronym List Review**

An acronym list was distributed to assist the corridor members to assist with acronyms used in the hospital preparedness program (*document filed with the West Corridor minutes binder*).

E. EMTF Update

Mikal Orr highlighted some of the items in his EMTF update as listed below (*filed with West Corridor minutes binder*).

Training/Exercises/Meetings:

1. EMTF Training –
 - a. ASMT – June 13-14
 - b. 2nd Thursday of the Month – WebEOC trainings at 1400 & 1800 (May training will be held June 1st at same time)
 - c. 4th Thursday of the Month – Pulsara Training (invite will be sent to appropriate team members) (May training will be held June 1st at same time)
2. Exercises –
 - a. Ft. Bend County FSE with the ISD. MPV 6-03 participated
3. Meetings:
 - a. EMTF Workgroup Meetings – 7/25 & 9/25 in San Antonio at STRAC

New/Future Business:

1. MPV 602 1.5 upgrades complete 5/15/23 – unit back in service
2. EMTF-6 ListServ – any members can be on the ListServ to receive general and critical information. Please sign-up at the following address . You may also email Mikal.Orr@setrac.org to receive the link.
3. Member information – all members need to complete/update their contact information on Board #13 “EMTF Contacts” in WebEOC. The link to the EMTF WebEOC server is <https://webeoc.txemtf.org/eoc7/controlpanel.aspx>. If you do not have an EMTF WebEOC account, please email support@strac.org to request one. Please CC mikal.orr@setrac.org so that I know you have made a request for an account. If you have any questions, please contact Mikal Orr.
4. SETRAC has transitioned from SmartNotice to OnSolve for event and emergency notifications. The transition is on-going. Please expect to receive emails or forms requesting updated information from agency’s leadership and some individual EMTF members.

F. Training and Exercise Update

Ms. Samuel reported SETRAC recently hosted the MGT-341 course, and registration is open for CMOC 101 and the pre-symposium training. The Training and Exercise Schedule was distributed to the corridor members (*filed with the West Corridor minutes binder*).

G. Special Populations Update

Ms. Samuel reported on the upcoming Lake Jackson and Montgomery County boot camps. The Special Populations update as outlined below (*filed with West Corridor minutes*).

The Emergency Preparedness Bootcamps have been held in Texas city for our South Corridor area; in Lufkin for our North Corridor; Houston for our Downtown Corridor; and in Port Arthur for our East Corridor. There have been 149 attendees for our bootcamps to date. One of the final two bootcamps for our hurricane season has been scheduled on August 1st in Lake Jackson (Civic Center). The registration information has been shared with our stakeholders.

Ongoing Activities:

SETRAC continues to onboard new facilities on a weekly basis. Onsite visits are ongoing. For any facility that would like to meet to discuss preparedness planning please contact (Fidel).

Boot camp planning continuing for one final bootcamp (West Corridor) to be held in August or September. Providing email updates to stakeholders as requested by our preparedness partners.

Presenting SETRAC emergency preparedness overview to facility corporate personnel and local healthcare groups.

Trainings:

Emergency Preparedness Boot Camp August 1st in Lake Jackson.

EMResource trainings continue to be offered in person throughout the region.

SETRAC Emergency Preparedness overview available to facility personnel.

H. Inventory Update

No update.

I. Partner Updates

The partners discussed ongoing events, lessons learned, and shared recent wins.

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. This will ensure updates are documented accurately in the minutes.

J. Open Discussion/Other Business

No further business discussed.

Adjournment

There being no further business or discussion, Ms. Daniel adjourned the meeting at 10:34 am. The next West Corridor meeting is scheduled for Friday, September 22nd, to be held at Memorial Hermann Katy, 23900 Katy Freeway, Houston, Texas 77494.

ATTENDEES: Tammy Kristynik-Moeller, Scott Reeves, Kat Samuel, Joseph Murray, Syed Ibrahim, Rene Leal, Maureen Auender, LeeAnn Hufford, Jenny Pfannes, Kim Hobson, Andy Fisk, Kenneth Okonjo, Joseph King, George Pelphrey, Cassidy Werts, Matt Kelly, Mike Jaquez, James Campbell, Bonnie Macius, Geoff McKeel, Shelly Carter, Delba Barrios, T. Nguyen, Marik Bocke, LaSandra Brown, Dena Daniel, Roxie Ward, Mikal Orr