



West Corridor Minutes
February 23, 2024
SETRAC Conference Center
1111 North Loop West, Suite 160
Houston, Texas 77008



A. Call to Order

Kat Samuel opened the meeting at 9:03 am.

B. Approval of Minutes (C101)

Ms. Samuel requested review of the September minutes. Toni Carnie (HCA Houston Healthcare Tomball) made a motion to approve the minutes, Andrew Fisk (Houston Methodist Willowbrook) seconded motion, and the corridor members carried the motion. The minutes were approved as written.

C. New Business

- **West Corridor Co-Chair**

Ms. Samuel announced Andy Fisk is the newly elected West Corridor Co-Chair along side Gabby Lopez as Chair. She introduced him, and he thanked the corridor members for their votes, and asked them to contact him if there is anything he can do to help.

- **Center for Domestic Preparedness (CDP)**

Ms. Samuel, Gabby Lopez, and Dena Daniel have been working on a date to take a group within the West Corridor to the CDP for training. The Healthcare Leadership Course (HCL) is the course Ms. Lopez would like to get the group signed up in. FEMA reimburses for all travel, lodging, food, etc. Time away from work is the only non-reimbursable item. Anyone interested in taking this training should contact Ms. Samuel (kat.samuel@setrac.org) or Ms. Lopez (gabriella.lopez@memorialhermann.org).

D. HPP Capabilities Review

- **End of Year Survey**

Ms. Samuel reported West Corridor has 56 hospitals with 25 End of Year Surveys submitted. This is an improvement from 2023 with 15 submissions. She reviewed the survey findings with the corridor members.

E. EMTF Update

Troy Erbentraut announced Grant Kelley is SETRAC's new EMTF-6 Coordinator. Mr. Kelley is working on the reimbursement changes with the state, training, equipment, and rebuilding the Strike Teams. He should have an update soon.

F. Training and Exercise Update

The Training and Exercise Schedule was distributed to the corridor members (*filed with the West Corridor minutes binder*).

Ms. Samuel announced Carrie Cox moved on to Texas Children's Hospital, and this is John Wingate's official last day as he is moving on to Harris Health. SETRAC has hired two new coordinators to start the beginning of March.

The Regional Exercise dates and process has changed from each corridor having a functional exercise to one functional exercise on May 23rd.

G. Special Populations Update

Fidel Calvillo reported the End of the Year Survey was sent to Stakeholders and SETRAC has received a good number of responses. Information will help in developing our initiatives for 2024 year; continue to on board new facilities into the Coalition; providing guidance and SETRAC training to new facility administrators; Special Populations group participated in Off the Grid drill. An AAR template was provided to the participants to assist in meeting their CMS requirements; working with FSEDs to provide additional training on EMResource and meeting with new administrators; a Special Population conference call was held in November.

SETRAC has begun the process to coordinate the Emergency Preparedness Boot Camps with our partners.

Please contact Mr. Calvillo at fidel.calvillo@setrac.org should you have any questions or would like to schedule a meeting at your agency.

H. Inventory Update

Ms. Samuel reminded the corridor members if they have HPP inventory, the process will begin again in the next few months. The inventory process has been shortened and will not take as long as it has in the past.

I. Partner Updates

There was discussion regarding facility exercises, possibility of a CDP virtual class, MOUs, cyber security, etc. 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

- **2024 West Corridor Meeting Locations**

Should your facility like to host a meeting, please let Ms. Samuel know at kat.samuel@setrac.org.

Adjournment

There being no further business or discussion, Ms. Lopez adjourned the meeting at 9:59 am. The next West Corridor meeting is scheduled for Friday, April 26th, to be held at Houston Methodist Willowbrook, 18220 State Highway 249, Houston, Texas 77070.

ATTENDEES: Gabriella Lopez, Kat Samuel, Steve Takacs, Katie Linn, Mary Frost, Fidel Calvillo, Johnny Wise, Kim Hobson, Tammy Mueller, Toni Carnie, Robin Hezlett, Mike Jaquez, Eric Parmley, Jenny Pfannes, Hipolito Madrid, Cassidy Werts, Andrew Fisk, Joseph Murray, Todd Daigneault, Michael Carrier, Danny Shine, Christine Youngblood, Rene Leal, Syed Abraham, Shawn Gallet, Fidel Calvillo, Roxie Ward