



## Downtown Corridor Minutes

SETRAC

February 2, 2024

SETRAC

Conference Center

Houston, Texas 77008



### A. Call to Order

Michael Olivier called the meeting to order at 1:05 pm.

### B. Approval of Minutes (C101)

Michael Olivier requested review and approval of the August minutes. Amy Lopez (Memorial Hermann System) made a motion to approve the minutes, Jenny Pfannes (Memorial Hermann System) seconded the motion, and the corridor members carried the motion. The minutes were approved as written.

### C. New Business

- **Gulf Coast Regional Blood Center**

DeKeitra Fitzgerald (Gulf Coast Regional Blood Center) gave an overview of the Gulf Coast Regional Blood Center's mission. She stated they are one of the largest blood centers serving approximately 170 hospitals and healthcare facilities in twenty-six counties. They meet the need by providing over a thousand blood donations every day to patients in the greater Houston area.

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

Mr. Olivier advised the CDP has several classes that really apply to the Downtown Corridor members. These classes are held at a training site in Anniston, Alabama and all travel, rooms, and food are reimbursed by the CDP except for your time away from your facility. Fidel Calvillo, Lisa Spivey, and Mr. Olivier gave the corridor members an idea of the classes they have taken and their experience.

**FRAME** (Calvillo) – This is a four-day course designed for personnel who are responsible for the development, maintenance, and administration of emergency management programs and plans for healthcare facilities and/or systems.

**HCL** (Spivey) – This is a four-day course that addresses disaster preparedness at the facility and system level.

**HERT** (Olivier) – This course addresses healthcare response to the operations level for the facility and its personnel. It is a three-day course which prepares healthcare responders to utilize the Hospital Incident Command System.

### D. HPP Capabilities Review

- **End of Year Survey**

Lisa Spivey reviewed the survey along with the training gaps identified. She reminded the corridor members that John Wingate ([john.wingate@setrac.org](mailto:john.wingate@setrac.org)) is our Training and Exercise Coordinator and he can schedule trainings as needed.

## **F. EMTF Update**

Grant Kelley introduced himself as SETRAC's new EMTF-6 Coordinator. He is still getting acclimated and is looking forward to working with the coalition members.

## **H. Training and Exercise Update**

John Wingate reported the regional exercise is being revised due to staffing issues. This will not be a multifunctional exercise; it will now be one functional exercise. All details will be distributed as soon as possible. The tabletop exercises will remain the same.

SETRAC is working to bring another Training and Exercise Coordinator onboard as soon as possible.

## **I. Special Populations Update**

Fidel Calvillo highlighted some items in the Special Populations update as outlined below (*filed with Downtown Corridor minutes binder*).

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; Special Population conference call was held in November.

Process has begun to coordinate our Emergency Preparedness Boot Camps with our partners.

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

## **H. Inventory Update**

*Deferred*

## **I. Partner Updates**

Public Health reported seeing approximately 1,760 people at the warming centers opened during the current winter weather and advised some of the issues identified (staffing, medical, hospital discharges, 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](mailto:roxie.ward@setrac.org). This will ensure updates are documented accurately in the minutes.

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

- **Participation Letters**

SETRAC is awaiting the state to approve the final budget for the next five years. Once that comes through SETRAC will be renewing the HPP Agreement for the five years and will need to be signed by all facilities. The CMOC Agreement will be going out as well along with the County Jurisdictions. There will be a deadline to receive them back, but if your legal department needs to review them, just let Ms. Spivey ([lisa.spivey@setrac.org](mailto:lisa.spivey@setrac.org)) know so SETRAC is aware of the delay.

- **Winter Warming Centers**

In-depth discussion continued from the Public Health update above regarding hospital discharges, homeless, and how to streamline processes for these issues.

- **Psych Report**

*Deferred*

## **Adjournment**

There being no further business, Mr. Olivier adjourned the meeting at 2:25 pm. The next Downtown Corridor meeting is scheduled for Friday (April 5<sup>th</sup>) in-person at the SETRAC (1111 North Loop West, Suite 160, Houston, Texas 77008) in the conference center.

**ATTENDEES:** Michal Olivier, James Meaux, Kim Hobson, Amy Lopez, Fidel Calvillo, DeKeitra Fitzgerald, Ashlee Thurman, Katie Linn, Jenny Pfannes, Danny Shine, Kat Samuel, Bryce Allen, Lisa Spivey, John Wingate, Kenneth Luke, Jackeline Cervantes, John Fleming, Steve Takoets, Cynthia Crespo-Bonaparte, Fanny Frederick, Barton Garmon, Felicia Bradley, Martin Lopez, Troy Erbentraut, Grant Kelley