**Region 3D North Shore Cape Ann Public Health Emergency Preparedness Coalition**

**Meeting Minutes**

Meeting Location: Via Zoom Conferencing

https://zoom.us/j/97675110446?pwd=OWtoR1BWQnJQMzRSdVFpSUY3UVpkUT09

Meeting ID: 976 7511 0446

Passcode: Region3D

Audio Call In – 1-646-558-8656

Wednesday, January 27, 2021

1:30PM - 3:30PM

**Voting Members In Attendance (Virtual):**

Andrew Petty, Chair Marblehead

David Greenbaum, Vice Chair Salem

Teresa Kirsch, Secretary Beverly

Bill Burke Beverly

Mark Carleo Danvers

Judith Ryan Danvers

Leslie Whelan Rockport & Hamilton

Mary Higgins Manchester

Tracy Giarla Marblehead

Suzanne Darmody Salem

Theresa Riley Singh Saugus

Jeff Vaughan Swampscott

Neia Illingworth Swampscott

Maribeth Ting Wenham

**Voting Members Absent:**

Erin Kirchner, Lianne Cook Essex

Karin Carroll, Max Schenk, Kelly Hiland Gloucester

Bobbie Cody, Rachel Lee Hamilton

Michele Desmarais, M.J. Duffy-Alexander, Elaine D’Agostino Lynn

Ellen Lufkin, Colleen Brown Manchester

John Coulon, Antonio Barletta, Deborah Murphy Nahant

Sharon Cameron, Chassea Robinson Peabody

John Fralick Saugus

Jeff Vaughan, Neia Illingworth Swampscott

Greg Bernard, Andrew Ting Wenham

**Non-Voting Members in Attendance (Virtual)**

Amy Reilly MAPC

Mark Fine MAPC

Brian Luther MAPC

Brad Downey MAPC

Dan Witts MAPC

Beth Robert MAPC

Michael Goldsbury BME

Karen Contador BME

Liisa Jackson MRC Coordinator

Felicia Balbi OPEM/MDPH

**The following documents were used/referenced during the meeting:**

* Coalition Meeting Agenda for January 27, 2021
* Coalition Meeting Minutes from November 25, 2020

**Call to Order**

* Chair Mr. Andrew Petty called the meeting to order at 1:34pm**.**

**Welcome & Introductions/Attendance Roll Call**

* Mr. Petty welcomed the Coalition to the January 27th Region 3D North Shore/Cape Ann Public Health Emergency Preparedness Coalition Meeting.
* Mr. Luther took roll and noted attendance.

**Minutes from November 25, 2020 Meeting**

* Motion put forth by Mr. Greenbaum to approve the draft minutes for the November 25th meeting as submitted.
  + Seconded by Mr. Vaughan.
  + A roll-call vote was held. Andrew Petty, David Greenbaum, Teresa Kirsch, Bill Burke, Mark Carleo, Judith Ryan, Mary Higgins, Tracy Giarla, Suzanne Darmody, Teresa Riley-Singh, Jeff Vaughan, Neia Illingworth, and Maribeth Ting approved motion. Leslie Whelan abstained. The motion was approved.

**Budget Discussion**

* Mr. Downey provided a budget/purchasing update.
* There are no remaining BP1 Carry Forward funds. All purchased items have been delivered to Marblehead. Items include ‘stand here’ marking tape rolls, sneeze guards, and two types of social distance signs.
  + Communities interested in picking up supplies are instructed to reach out to Mr. Petty directly.
  + Ms. Robert noted that the HMCC needs to be notified when items purchased with grant funds are distributed to their final destinations. DPH requires the HMCC to track this information for inventory management purposes.
* Currently receiving BP2 requests and several purchases are pending approvals from DPH. Items include sanitary buckets, decontamination supplies, hand carts, temporary file storage, and UV lights.
  + It is anticipated that the cell phone trade-in credits will be added to the phone account. Once complete, money from the phone line item may be moved to supplies or other items.

**PHEP Coordinator Update**

* Mr. Luther provided the PHEP Coalition Coordinator update.
* The Region 3D North Shore/Cape Ann PHEP Coalition webpage is now live on the MAPC website.
  + Public notices and meeting materials will be posted on the webpage as well as sent to the Attorney General’s Office.
* The 3D PHEP Coalition’s Quarter Two report was sent to Ms. Balbi.
  + The Coalition’s 24/7 Emergency Contacts was also updated.
* Access granted for the Government Emergency Telecommunications Service (GETS) cards account.
  + The updated 24/7 contact lists will be used to update the GETS cards accounts.
  + For new account holders, look for emails to verify your information and activate your account.
* Previously reported service issues with the Coalition’s FirstNet phones and networks were remedied in the previous months. If anyone is still having service issues, contact Mr. Luther directly.
  + Mr. Vaughan reported that the Beverly Task Force Site previously received adequate service, but that is no longer true.
  + Ms. Ryan reported that her voicemail issue was fixed. However, she has noticed messages sometimes fail to deliver to green text recipients (non-iphones).
  + Ms. Ting reported more interrupted service and dropped calls but noted that Wenham is notorious for poor cell service.
* There will be a Q3 drill and all should be prepared.
  + For those that need new WebEOC accounts or need help accessing their account, contact Mr. Luther and Mr. Downey.
* The next Coalition meeting is confirmed for Wednesday, February 24th
  + Ms. Balbi stated that the Notice of Funding Opportunities needs to be approved by all HMCC regions between February 26th and March 8th.

**PHEP Planner Update**

* Ms. Contador gave the Planner update.
* The Town of Wenham and Ms. Ting have been working with the planners to create a large-scale drive-thru vaccination clinic model at a local park.
* There are missing EDS plan updates for a few Region 3D communities and those communities should look for emails with instructions to complete the update.
* SNS drill requirements and forms have been completed by 5 communities and all other communities should expect an email follow up with the pre-filled forms and instructions.

**MDPH/OPEM Update**

* Ms. Balbi provided the MDPH/OPEM update.
* The CDC Notice of Funding Opportunities was recently sent to all LSAC members.
  + The first discussion with LSAC members will be on February 8th.
  + Region 3D will need to vote on Concurrence between February 26th and March 8th.
  + Mr. Petty stated he would prefer to do a short separate meeting to approve concurrence and keep the scheduled date of February 24th for the Executive Committee and Coalition.
* A pamphlet with information for new HMCC members is currently being drafted and will be circulated once completed.
* A Q3 WebEOC drill is expected.
  + An after-action report will be drafted as documentation to support potential purchases.
  + If there is a purchase need identified during these WebEOC drills, it would be best to have supporting documentation to that point.
* A weekly COVID Vaccinator bulletin is being emailed to those who sign up. It includes information for those who perform vaccination clinics. Directions to sign up will be circulated by the Coordinator shortly.

**HMCC/MAPC Update**

* Mr. Witts provided the HMCC/MAPC update.
* Currently the HMCC is hosting daily meetings with the region’s hospitals in accordance with the Hospital Resurgence Guidance.
  + The region’s hospitals are currently in Tier 4 of resurgence, the highest tier.
  + The tiers are determined using statistics that include available hospital capacity.
  + More information regarding the hospital tiers will be circulated after the meeting.
* There will be no HMCC stakeholder meeting for Q3 due to COVID. This decision will be revisited in Q4.
* The PPE maintenance plan will be circulated shortly. One plan will be used for the entire region.
* The MEMA Food Assistance Program is operational and taking requests. More information was sent via email by the Coordinator.
  + Local Public Health is instructed to work with their respective Emergency Management Director. Food request must come from each respective Municipal EMD via MEMA WebEOC.
  + Questions should be asked through your local EMD and directed to your MEMA Coordinator.
  + More information will be sent from the PHEP Coordinator shortly.
* The BIDLS funding reimbursement deadline has passed.
  + If you haven’t submitted the required paperwork you cannot get reimbursed for those expenses.
  + Remaining BIDLS funds were used to purchase 10x10 tents.
  + Other purchases are being explored, like a mobile pop-up clinic.

**MRC Update**

* Liisa Jackson provided the MRC update.
* The MRC has been extremely active helping various clinics.
* Communities that need volunteers are instructed to contact Ms. Jackson with the date, time, location, function, and required number of volunteers. If communities have problems with any volunteers, communities are instructed to contact Ms. Jackson so that volunteer can be taken off the roster. Due to the shortage of vaccines, communities are instructed to inform volunteers that it isn’t always possible to vaccinate them. If this is known prior to a clinic, report that information to Ms. Jackson so the volunteer roster can be comprised of those who have already received the vaccine.
* Volunteers have been assisting with Contact Tracing. However, the required training process takes time. Volunteers will also need a town email before the volunteer can start to conduct contact tracing. The MRC has roughly 250 volunteers to staff call lines for vaccination questions. Open 8am to 8pm. Communities can direct residents to the volunteers to help seniors to sign up for vaccines.

**COVID 19 Discussion/Community Updates**

* Mr. Burke reported that Beverly is working with region partners and would like to continue regional efforts for vaccination clinics. However, the final decision to continue with regional efforts is up to senior leadership.
  + Ms. Jackson stated if every community needed to stand up their own clinics, the MRC should be able to support that effort, but it would be best to stagger dates because many volunteers cross town lines.
  + Mr. Burke voiced a concern that health insurance information can be skipped in PrepMod and many clinics are relying on reimbursements to offset costs.
* Ms. Ryan reported that Danvers is receiving less calls about quarantine and more calls about vaccines. Many callers are unaware that the Local Health Departments do not have enough vaccine doses to vaccinate those eligible.
  + Ms. Jackson mentioned the volunteer call lines to help with the volume of calls.
* Ms. Whelan reported that Hamilton had participated in a regional clinic for first responders. However, with a weekly cap of 100 vaccines per site, the communities are considering splitting up to do their own clinics to maximize the number of vaccine doses received.
* Ms. Higgins reported that Manchester is very interested in collaborating with Topsfield but it is unable source the doses to conduct the clinic at this time.
* Ms. Giara reported that Marblehead is sending case to the CTC for assistance with contact tracing efforts. Also, the Marblehead Health Department will be conducting a second dose clinic for first responders soon.
* Ms. Whelan reported that Rockport’s first responders were vaccinated in Gloucester. Ms. Whelan reported that they have completed the necessary surveys to receive the vaccine but have not received any vaccine.
  + Ms. Balbi reported that the survey form must be filled out each week.
* Mr. Greenbaum reported that Salem is experiencing similar challenges as other communities. The Salem Health Department is trying to decide whether they can handle the Pfizer vaccine and the logistical challenges of distribution to potentially receive more doses.
* Ms. Riley-Singh reported that Saugus’ first responder’s vaccination clinic was conducted by Armstrong Ambulance who is planning to do the second. Without vaccine doses the Saugus Health Department does not have plans right now to conduct another clinic.
* Ms. Illingworth of Swampscott shared her concerns about consistent messaging, the Local Health Departments are limited by the supply of the vaccine which is not clear to the public.

**New Business/Items Not Reasonably Anticipated by the Executive Committee**

* Mr. Vaughan asked a question about registering seniors for a vaccine clinic. Ms. Jackson reported that the volunteers can help register people as needed.

**Motion put forth by Mr. Greenbaum to adjourn the meeting.**

* Mr. Burke seconded.
* All in attendance approved. **Motion approved,** **meeting adjourned at 3:08pm.**