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

**Meeting Minutes**

Meeting Location

Danvers Police Department

120 Ash Street, Danvers, MA 01923

Wednesday, October 24, 2023

1:30PM - 3:30PM

**Voting Members in Attendance:**

Teresa Kirsch Beverly Health Department

Judith Ryan Danvers and Hamilton Health Departments

Cindy Juncker Gloucester Health Department

Wendy Hansbury Manchester Health Department

David Greenbaum Salem Health Department

John Fralick, Saugus Health Department

Teresa Riley-Singh Saugus Health Department

Tracy Giarla Marblehead Health Department

Andrew Ting Wenham Health Department

Neia Illingworth Swampscott Health Department

Maribeth Ting Wenham Health Department

Irene Kamarinos Lynn Health Department

Lisa Tobin Lynn Health Department

Frank Giacalone Danvers Health Department

Suzanne Darmody Salem Health Department

**Non-Voting Members in Attendance:**

Jenifer Wallitsch MAPC Beth Robert MAPC

Dan Witts MAPC Peter Mirandi

**Voting Members Absent:**

Andrew Petty, Chair Marblehead Health Department

John Coulon Nahant & Rockport Health Department

Jeff Vaughan Swampscott Health Department

Dominique Hurley Gloucester Health Department

Erin Kirchner Essex Health Department

Dennis Palazzo Hamilton & Danvers Health Departments

Sharon Cameron Peabody Health Department

Jill Cahill Gloucester Health Department

Laura DelleChiaie Beverly Health Department

Kellie Keenan Essex Health Department

M.J. Duffy-Alexander Lynn Health Department

Jennifer Almonte Lynn Health Department

Ellen Lufkin, Pam Crehan Manchester Health Department

Antonio Barletta, Anna McNichols Nahant Health Department

Greg Bernard, Wenham Health Department

Norris Guscott Lynn Health Department

Michele Desmarais Lynn Health Department

Chassea Robinson Peabody & Rockport Health Departments

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

* Coalition Meeting Agenda for October 24, 2023.

**Call to Order**

* Mr Greenbaum called the meeting to order at 1:34

**Welcome & Introductions/Attendance Roll Call**

* Mr. Greenbaum welcomed everyone to today’s meeting and introductions were made.

**Approval of Meeting Minutes**

* Motion put forth by Ms. Giarla to approve the draft minutes for the September 2023, meeting as submitted. Seconded by Ms. Hansbury. Roll call vote held and the motion was approved.

**MDPH/OPEM Update**

* No updates.

**Budget Discussion**

* Ms. Wallitsch in the executive meeting shared that it was decided that funds would be moved for the purchase of the phones.
* Money will be moved from the pushcart line to purchase the technology.
* Motion put forth by Ms. Giarla to move $425 from the push cart line item to electronics,. Sconded by Ms. Juncker.
  + Beverly, Danvers, Gloucester, Hamilton, Lynn, Manchester, Marblehead, Salem, Saugus, Swampscott, Wenham voted to approve.
  + Motion passed.

**PHEP Coordinator Update**

* Ms Wallitsch provided the PHEP Coordinator Update.
* The first virtual workshop for the Emergency Preparedness Equity Project will be hosted on November 1st at 1:00 pm.
* FirstNet has been conducting connectivity tests and improvements at reported low signal areas in the region. If you are having connectivity issues, please document the issues with as many details as possible and send to the Coordinators.
* Each community is able to receive 2 portable power bank chargers after today’s meeting, if not collected at the previous meeting.
* The Coalition was reminded to update the Coordinators anytime their department has turnover that affects the 24/7 Contact List.
* Discussion was started regarding the remaining supply budget and any needs for for this year.
  + Lynn and Saugus voiced interest in a pushcart.
  + One translation device for each approved.
  + Care kit specifics discussed, decision to make them available by population.

**Planner Update**

* Ms. Wielgosz provided the Planner Update.
* The contract for the PHEP Planners has been executed for BP5.
* The first deliverable is to update the Coalition EDS plans.
* The second deliverable is to update the mass care plans. Look for emails regarding these deliverables.

**HMCC/MAPC Update**

* Mr. Dan Witts provided the HMCC/MAPC Update
* The HMCC is working on quarterly stakeholder meetings, two will be occurring in quarter 2.
  + On November 20th the HMCC will host a virtual stakeholder meeting. A local hospital will present as well as the Mass Cyber Center.
  + The second meeting will be in early December, more information to come.
* The ENS contract is almost ready, should not be any major differences for Public Health.
* Public Health Departments need to work with the their IT Departments to ensure that Alert Emails do not get sent to spam.

**MRC Update**

* Ms. Liisa Jackson was not in attendance but had noted for communities to reach out if she could be of help to them.

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

* Mr. Peter Mirandi presented an update to the well regulation project. Reminded the Coalition about the lack of well regulations. DEP said no technical support can be offered to Public Health departments. The goal is to update the regulations and address objectives as determined by the coalition.
* Ms. Hansbury gave an update on Manchester by the Sea’s efforts regarding well regulations.
* Numerous 3D communities including Salem, Marblehead, Danvers, and Peabody will be hosting clinics for COVID at various times in the community. This information should be put out to the community by the end of the week. Open to anyone 12 and older.

**Motion to adjourn made by Ms. Ryan, Mr. Giacalone seconded.**

* Motion approved unanimously.

**The meeting adjourned at 2:27.**