



**Health & Medical Coordinating Coalition
Region 3D North Shore/Cape Ann
Public Health Emergency Preparedness (PHEP) Coalition**

Executive Committee

Meeting Minutes

*Wednesday, April 29, 2026
12:30 PM*

Call to Order

- A. Petty called the meeting to order at 12:30 p.m.

Welcome & Introductions/Attendance Roll Call

- A. Petty welcomed everyone to the Region 3D North Shore/Cape Ann Public Health Emergency Preparedness Executive Committee Meeting.

Approval of Meeting Minutes

- Approval of the March 25, 2026 meeting minutes.

Motion put forth by D. Greenbaum

- Seconded by E. Kamarinos
- In Favor: All.
- Opposed: None.
- The motion passed.

Budget Discussion

- J. Wallitsch provided the Budget update.
- The group was informed that the communication booklets are still in process, and quotes will be discussed at next month's meeting.
- A. Petty requested that an additional phone line be added to the FY27 budget for Peabody.

PHEP Coordinator Update

- J. Wallitsch provided the PHEP Coordinator update.
- The group discussed the requirements for community representation at monthly meetings as outlined in the principles of operation.
- The statewide drill was held in March with the results listed below.
 - 14/15 or 93% of communities responded.
 - Wenham did not respond.
- The April 9, 2026, 3D drill resulted in no response from 7 of the 15 communities.
- No response from the following communities:
 - Essex, Marblehead, Hamilton, Wenham, Manchester, Swampscott, and Saugus.
- The Community Preparedness training will be held on May 19, 2026, at the Essex Police Station, 11 John Wise Avenue, Essex, MA 01929.
 - The registration link has been sent to all communities.
 - RSVP is required by May 5, 2026.

PHEP Planner Update

- J. Lieb gave the PHEP Planner update.
- The group was reminded of the Community Preparedness training coming up on May 19, 2026.
- The communication SOPs will be sent to the group after the meeting.



**Health & Medical Coordinating Coalition
Region 3D North Shore/Cape Ann
Public Health Emergency Preparedness (PHEP) Coalition**

HMCC & MAPC Update

- B. Robert gave the HMCC/MAPC update.
- HMCC is putting on a functional exercise that the group is invited to. This will be taking place in Haverhill at Northern Essex on June 10, 2026. The invitation has been sent out.
- Hospitals have been lowered to Tier 2.
- Procurements are being processed for next year

BP3 and RST Discussion

- The BP3 deliverables focus on the emergency response framework.
 - o Each community will need to identify two gaps in their response plans to focus on for the year.
 - o The inventory process will be changed to a physical confirmation of the items by the PHEP coordinator.
 - All inventory updates will be made prior to May 1st of the respective budget year.
 - D. Greenbaum requested that inventory lists be sent to the group in advance to gather the items prior to coordinator inventory visits.
 - o Training procurements will need to be based off of the Needs Assessment from BP1 or a topic from the emergency response framework.
 - Virtual is an option as well, but is to be decided upon by the group.
 - o The communication deliverable continues to focus on monthly drills in order to maintain coverage for the groups' phone lines.
 - o The PHEP Planner will work on creating community-level communication guides.
- The draft budget for BP3 was shared with the group. The group agreed to add a deliverable to the coordinator and to the planner.

New Business Unforeseen by the Chair

- None

Adjourn

Motion put forth by D. Greenbaum

- Adjourn the meeting at 1:34 p.m.
 - o Seconded by: E. Kamarinos
 - o In Favor: All.
 - o Opposed: None.
 - o Abstain: None.
- The motion passed.

Voting Members in Attendance:

Erini Kamarinos	Lynn Health Department
David Greenbaum	Salem Health Department
Andrew Petty	Marblehead Health Department

Non-Voting Members in Attendance:



**Health & Medical Coordinating Coalition
Region 3D North Shore/Cape Ann
Public Health Emergency Preparedness (PHEP) Coalition**

Jenifer Wallitsch	MAPC
Nina Miscioscia	MAPC
Beth Robert	MAPC
Jackson Lieb (Late)	BME
Felcia Balbi	OPEM

The following documents were used during the meeting:

- EC Meeting Agenda for April 29, 2026
- EC Meeting Minutes for March 25, 2026
- Principles of Operations
- Deliverables sent by the state