



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

**Executive Committee
Meeting Minutes**

*Wednesday, December 17, 2025
12:30 PM
100 Ash St
Police Training Room
Danvers, MA*

Call to Order

- A. Petty called the meeting to order at 12:37 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 November 19, 2025 meeting minutes.

Motion put forth by E. Kamarinos

- Seconded by D. Greenbaum
- In Favor: All.
- Opposed: None.
- The motion passed.

Budget Discussion

- J. Wallitsch provided the Budget update.
- The group was informed that final budget numbers will be determined once the PHEP training quotes have been received.
 - BME will speak to the group about the viable purchases arising from the AARs at the Full Coalition meeting.
 - A. Petty raised the concern over the change to a new cyber system and not being able to access their back-up systems during an emergency without internet.

PHEP Coordinator Update

- J. Wallitsch provided the PHEP Coordinator update.
- The coordinators spoke with F. Balbi about the interest in further WebEOC training.
 - F. Balbi noted there would be significant support during a real emergency and informed the group that the drills are reflective of a real-time emergency.
 - The EC agreed that the drills are sufficient for training and asked the coordinators to continue the drills to explore additional parts of WebEOC.
- The group was informed of the current inventory status of the reported missing items:
 - The EC will request all members at the Full Coalition to look through their items thoroughly for the missing items.
- Both the state and Coalition held a drill with the following results in December:
 - 15/15 communities completed the 3D specific drill on time.
 - 13/15 communities completed the state drill on time
 - Missing: Nahant, Hamilton



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PHEP Planner Update

- J. Lieb gave the PHEP Planner update.
- The AARs have been shared with the 3D communities.
 - o 5 communities have yet to review the AARs.
 - o Further information to be provided at the Full Coalition meeting.

HMCC & MAPC Update

- E. Robert gave the HMCC/MAPC update.
- E. Robert shared HMCC and Board of Governors met and discussed the HVA prior to the EC meeting.
 - o The group will decide how to prepare for these hazards during an event in the Spring. The report will be shared with the coalition.
 - Beth noted communicable disease as the top hazard.
- Meeting with BOG later this week to review the final report for the meeting in the spring.
- The new ENS system is up and running, the system is being tested and 3D members should have received a phone call, text, and email on 12/17.

New Business Unforeseen by the Chair

- None

Adjourn

Motion put forth by D. Greenbaum

- Adjourn the meeting at 1:27 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:

Jenifer Wallitsch	MAPC
Nina Miscioscia	MAPC
Beth Robert (Virtual)	MAPC



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Jackson Lieb (Late) BME
Felicia Balbi (Virtual) DPH

The following documents were used during the meeting:

- EC Meeting Minutes for November 19, 2025
- EC Agenda for December 17, 2025