



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

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**Executive Committee  
Meeting Minutes**

***Wednesday, February 28, 2024  
12:30PM - 1:30PM  
Danvers Police Department  
120 Ash Street, Danvers, MA 01923***

**Call to Order**

- Mr. Petty called the meeting to order at 12:41 p.m.

**Welcome & Introductions/Attendance Roll Call**

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

**Approval of Meeting Minutes**

Motion put forth by Mr. Petty

- Approve the January 2024 meeting minutes with a minor correction to add adjournment time.
- Seconded by Ms. Giarla.
  - In Favor: All.
  - Opposed: None.
  - Abstain: None.
- The motion passed.

**MDPH/OPEM Update**

- Ms. Balbi provided the MDPH/OPEM update. The Notice of Funding was issued. The statewide call for a concurrence vote will take place between March 21<sup>st</sup>, and April 4<sup>th</sup>, 2024. The next 3D PHEP Executive Committee and Coalition meetings are scheduled for Wednesday, March 27<sup>th</sup>, so no change will be necessary.
  - The state will be required to produce a five-year strategic workplan.
- Ms. Balbi will be on leave from March 14<sup>th</sup>, through April 28<sup>th</sup>. In her absence, Michael Nelson will be providing coverage.
- The link to request COVID test kits is active and communities are encouraged to request more kits. Requests in excess of 1,800 can be submitted. The expiration date for these kits should be later than the current test kits (March 2024).

**Budget Discussion**

- Ms. Wallitsch provided the Budget update. The Care Kit purchase have not been approved by DPH, so the purchase has not been executed.

**PHEP Coordinator Update**

- Ms. Wallitsch provided the PHEP Coordinator update. Communities that have not picked up translation devices should talk to the coordinators. There are several communities that have not picked up the devices.
- The Region 3 HMCC equity event is scheduled for March 14<sup>th</sup>. This event will occur in-person at Northern Essex Community College at the Lawrence Location.



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- The FirstNet iPhone and iPad purchase will not include an existing device buyback due to the differing regulations for each community.
- The EC discussed the Coalition policy on additional costs incurred to the FirstNet phone account incurred during foreign travel. It is the EC's stance that the budget does not support international travel costs, and members should make coverage arrangements when on vacation.
  - o Members that incur costs during international travel are expected to reimburse the Coalition within thirty (30) days or the same fiscal year, whichever occurs first.

**PHEP Planner Update**

- Mr. Tallman provided the PHEP Planner update. The Planners will continue to prioritize Focus Areas one and two. An email was circulated on 1/23/2024 which instructed members to reach out to their respective Emergency Preparedness manager and schedule a fifteen-to-thirty-minute meeting with the Planners.
- More information will be provided next month on building a baseline capacity for mass care.
- Coalition 3B voted for a budget modification to have a regional half day training. This will be occurring in Lynnfield in May. More information will be coming in the following months.

**HMCC & MAPC Update**

- Ms. Balbi provided the HMCC Update. The HMCC conducted an ENS drill on February 27<sup>th</sup>. The results are still being tabulated. This is the first drill conducted with the new software.
- Register for the Region 3 HMCC Equity event on March 14th.
- There will be a new PPE cache request form. The form will note the cache's current supply. It is first come, first serve.
  - o Surgical masks are available; however they are not listed because they are expired. Communities that are interested can write in that request.

**New Business Unforeseen by the Chair**

- None

**Adjourn**

Motion put forth by Mr. David Greenbaum.

- Adjourn the meeting at 1:20 p.m.
  - o Seconded by Mr. Greenbaum
  - o In Favor: All.
  - o Opposed: None.
  - o Abstain: None.
- The motion passed.

**\*\*Next Meeting: March 27th, 2024\***

**Voting Members in Attendance:**

Andrew Petty, Chair	Marblehead Health Department
David Greenbaum	Salem Health Department
Tracy Giarla	Marblehead Health Department

**Non-Voting Members in Attendance:**

Jenifer Wallitsch	MAPC
Brian Luther	MAPC
Felicia Balbi	DPH
Josh Tallman	BME

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

- Executive Committee Meeting Agenda for February 28, 2023.
- Executive Committee Meeting Minutes for January 2024.