



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

**Executive Committee
Meeting Minutes**

*Wednesday, January 28, 2026
12:30 PM
100 Ash St
Police Training Room
Danvers, MA*

Call to Order

- A. Petty called the meeting to order at 12:34 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 December 17, 2025 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 final budget numbers will be determined once the PHEP training quotes have been received.

PHEP Coordinator Update

- J. Wallitsch provided the PHEP Coordinator update.
- The group was informed of the current inventory status of the reported missing items:
 - Saugus is still due to pick up its items from Marblehead
 - Wenham is unable to look due to construction; they had reported missing items.
- The Coalition held a drill with the following results in January which required updating EDS Board:
 - 12/15 communities completed the 3D specific drill on time.
 - Missing: Essex, Beverly, Saugus
 - Marblehead did have some additional sites unchecked
- Feedback regarding the frequency of the drills was discussed by the EC again.
 - The consensus echoed the decision of the prior full coalition meeting to continue the drills under the status quo.
 - F. Balbi supported the decision and reaffirmed that it is a priority set by the coalition to focus on communication, and a lack of engagement with the drills could impact grant funding.

PHEP Planner Update

- J. Lieb gave the PHEP Planner update.



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- The EC was informed of the Crisis and Risk Communications Workshop, which will be at the Hamilton/Wenham Public Library on March 4, 2026.
- The trainings in collaboration with MAPC are currently being processed, and the group will be updated as soon as the trainings have been finalized.

HMCC & MAPC Update

- E. Robert gave the HMCC/MAPC update.
- HMCC will meet with the BOGs later this week to review the Concepts and Operations for the functional exercise in the spring.
 - o The exercise will be related to the top hazards found in the HVA.
 - This will include infrastructure failures, communicable diseases, and hurricanes.
- A drill will take place in February for the new HMCC ENS system.
- Templates are being explored with excess funds that remain following the procurement of the 3D trainings.
 - o These templates would be PDFs and would be distributed for all Region 3 communities. Templates could include social media versions as well, and short message formatting.
 - o Templates may include but are not limited to the following:
 - Boil Water Order
 - West Nile Virus
 - Food born
 - Extreme heat/cold
 - Power outages
 - Air quality
 - Infectious disease (non-Covid related)
 - Rabies exposure
 - Allergies
 - Carbon monoxide
 - Shelter in place
- The second potential procurement would be a pocket-sized guide for a “crisis communication 101” during emergencies. These would be broad templates.
- A. Petty noted that due to the Code Red hacking, they will need to explore new vendors for their reverse emergency callback system.

DPH/OPEM

- F. Balbi gave the DPH/OPEM Update
- F. Balbi informed the group that PHEP BP3 is in clearance and instructed the coalitions to plan for level funding.
- F. Balbi shared that HPP is not yet out, however, she noted that it is typically standard for PHEP funding to be released first, and then HPP.
- DPH reported a site of food-borne illness.
- F. Balbi informed the group of the FIFA schedule and will inform the group as the teams select their training facilities and overnight accommodations.

New Business Unforeseen by the Chair

- None



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Adjourn

Motion put forth by A. Petty

- Adjourn the meeting at 1:22 p.m.
 - o Seconded by: D. Greenbaum
 - 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
Jackson Lieb (Virtual/Late)	BME
Felicia Balbi (Virtual)	DPH

The following documents were used during the meeting:

- EC Meeting Agenda for January 28, 2025
- EC Meeting Minutes for December 17, 2025