



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

Executive Committee

Meeting Minutes

Wednesday, March 25, 2026

12:30 PM

100 Ash St

Police Training Room

Danvers, MA

Call to Order

- A. Petty called the meeting to order at 12:29 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 February 25, 2026 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 notified of the budget line items to be moved to open up remaining funding.
 - Approximately \$3400 and \$3605.39 left over from the prior trainings will be allocated to Crisis Communication Pocket guides.
 - Any leftover funds after the purchase of the Crisis Communication Pocket guide will be put toward PDF emergency messaging.
 - The committee decided the languages, Spanish, Portuguese, Haitian Creole, and Khmer in that order of priority.
 - Items in the emergency messaging may include, but are not limited to the following:
 - Boiling water orders
 - Tick borne illnesses
 - Food borne illnesses
 - Mosquito illnesses
 - Infectious disease outreach
 - Bioterrorism incidents
 - Shelter in place for public health
 - Beach closure

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 has yet to pick up its items from Marblehead
 - Wenham and Manchester are the remaining communities missing items listed below



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- Holster for Manchester
- 2 flashlights (one Wenham, one Manchester)
- 1 flashlight charger (one Wenham)
- The group was reminded that the items are part of the coalition as a whole, not for each community alone and were asked for their expertise on the current situation.
 - The EC reaffirmed that the RD system will be changed with future items, and all RDs will be sent to each community individually for signing to avoid any future issues with procurement processes.
- The coordinators are still missing Pocketalk serial numbers from Saugus, Nahant, and Rockport.
- The March 3D drill resulted in no response from Essex, Saugus, and Swampscott.
- The group was reminded that the Disaster Epidemiology Training will take place on March 30, 2026, from 9 AM to 1 PM.
 - The training will be held in the Danvers Training Room and will run all morning. The invite was sent out prior to the current 3D meeting.
 - Please ensure that all members in attendance have RSVPed for the event.
 - CEUs are available and will be discussed at the general coalition meeting.
- The group gave no feedback regarding the Principles of Operations.
 - The document will be voted on at the general coalition meeting.

PHEP Planner Update

- J. Lieb gave the PHEP Planner update.
- The Planner is working through the communications SOP updates that will be delivered through the pocket guides provided at the trainings.

HMCC & MAPC Update

- B. Robert gave the HMCC/MAPC update.
- Working with the BOG for the HMCC conference in June.
 - Invite to be sent out in the coming weeks.
- Draft deliverables were received from OPEM for the next fiscal year for concurrence.
- The group was notified that Region 3 hospitals were moved down to Tier 2.

DPH/OPEM

- F. Balbi gave the DPH/OPEM Update
- The group was reminded to update its mitigation plan for corrective action.

New Business Unforeseen by the Chair

- None

Adjourn

- Motion put forth by D. Greenbaum
 - Adjourn the meeting at 1:13 p.m.
 - Seconded by: E. Kamarinos
 - In Favor: All.
 - Opposed: None.
 - Abstain: None.
- The motion passed.



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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	MAPC
Jackson Lieb	BME
Felcia Balbi	OPEM

The following documents were used during the meeting:

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