



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

**Executive Committee
Meeting Minutes**

***Wednesday, October 29, 2025
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 the September 24, 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.
- No items to discuss purchasing at the moment.
 - The coalition will revisit this in the coming months based on the information provided by the PHEP Planner.
- D. Greenbaum requested that the coordinators look into the upgrades of their current phones with FirstNet.
 - E. Robert noted that the group has an anticipated \$5,000.00 to put towards supplies. However, the final number won't be available until after the group's requested trainings take place.

PHEP Coordinator Update

- J. Wallitsch provided the PHEP Coordinator update.
- All remaining items must be picked up from the Marblehead Board of Health, 7 Widger Rd Ste 1, Marblehead, MA 01945 during the regular office hours.
- Below are the missing inventory lists from the following communities:
 - Nahant
 - Swampscott
 - Beverly
- Drills began again this month. The state held a drill on September 25, 2025, with the following results:
 - 80% of communities completed the drill on time and accurately. Beverly, Essex, & Nahant did not complete the drill.

PHEP Planner Update

- E. Nihill gave the PHEP Planner update.



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

- The November training will take place at the Hamilton Wenham Library from 10:00 am - 2:00 pm.
 - o It is a severe weather-related event.
 - o One registration form per member, not community.
- The planner noted that they will be meeting with MAPC to finalize the scope of works for the trainings on Community Preparedness and Public Health Surveillance.
 - o The group's request to work in Risk Communication on the current training scopes of work will be addressed, and a “tabletop” will take place in the spring for the topic.

HMCC & MAPC Update

- E. Robert gave the HMCC/MAPC update.
- E. Robert noted the movement to a different ENS system, now RAVE by Motorola.
 - o No action is required by 3D Coalition members.
 - o Updates to follow regarding the new ENS number.
- HMCC is working currently with the BOG to plan the HMCC meeting topics for this year, which will result in one large conference in the Spring.
- The BOG plans to meet on October 30, 2025, to complete the Hazard Vulnerability Index.
- Work continues to complete the Electronic Inventory System with OPEM.

MDPH/OPEM Update

- F. Balbi provided the MDPH update.
- *Due to the government shutdown, there are only two DPH employees not furloughed currently.*
 - o *All weekly meetings have been cancelled; however, communication still takes place with the federal government and DPH with the two employees.*

New Business Unforeseen by the Chair

- None

Adjourn

Motion put forth by D. Greenbaum

- Adjourn the meeting at 12:52 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
Andrew Petty	Marblehead Health Department
David Greenbaum	Salem Health Department

Non-Voting Members in Attendance:

Jenifer Wallitsch	MAPC
Nina Miscioscia	MAPC
Beth Robert (Virtual)	MAPC
Dan Witts (Virtual)	MAPC
Erin Nihill	BME



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

Felicia Balbi (Virtual)

DPH

Voting Members Absent:

None

The following documents were used during the meeting:

- EC Meeting Minutes for September 24, 2025
- EC Meeting Agenda for October 29, 2025