



**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, September 25, 2024  
12:30 PM  
Peabody Institute Library;  
15 Sylvan St; Danvers, MA 01923***

**Call to Order**

- D. Greenbaum called the meeting to order at 12:31 p.m.

**Welcome & Introductions/Attendance Roll Call**

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

**Approval of Meeting Minutes**

- The August 28<sup>th</sup> minutes will be approved in the October meeting, along with the meeting minutes from this month.

**MDPH/OPEM Update**

- J. Wallitsch provided the MDPH update on behalf of F. Balbi's notes provided to the coordinators ahead of the meeting.
- F. Balbi's email is pasted below for reference:
- *September is National Preparedness Month. In lieu of the month, Portuguese is now available for preparedness materials.*
- *The MDPH website has downloadable, fillable, printable products. Many of them can also be ordered as hard copies (to write on) from the Clearinghouse (if needed in bulk).*
  - o *Here are some links: Stay Aware Be Prepared webpage, our Emergency Preparedness materials, and our Emergency Preparedness YouTube video,*  
<https://massclearinghouse.ehs.state.ma.us/category/EMPR.html>
- *The coalition was updated on the past 9/19 WebEOC training and reviewed all in attendance.*
- *Planner/Coordinators will be receiving read only access to support LPH with validating the EDS Board and the 24/7 Contact Board.*
- *WebEOC drill took place for municipalities to update their EDS information on the EDS Board in WebEOC.*
  - o *Drill closed on 9/13/24 at 2359.*
- *MDPH offered to provide further WebEOC Training to coalitions as requested and for those who could not make it to the 9/19 training and will also have reservable office hours for individual training or questions.*
- *Covid 19 Test kits available for LPH.*
- *MDPH worked with US/HHS's Administration for Strategic Preparedness and Response (ASPR) to allow public health and healthcare organizations supporting underserved populations access to at-home rapid antigen kits.*
  - o *This federal supply of test kits is available to request through the Health Partner Ordering Portal (HPOP), while supplies last. Tests will have at least a 60-90-day expiration and will ship directly to your organization within 10 days.*



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- *If your organization has been established in HPOP, you may use the link below to sign in and submit your request. <https://hpop.hhs.gov/>*
- *Alternatively, you may submit a request via the MDPH requesting survey (linked below) and we will create your HPOP account and submit the first order for processing. Requests processed through the survey may be routed through HPOP, prompting an automated email to verify your HPOP account. Account validation emails are good for 48 hours and are required for future HPOP ordering. [COVID-19 Test Kit and PPE Request \(arcgis.com\)](https://arcgis.com)*
  - *Please note that requests may be fulfilled in multiple staggered shipments. Brand of testing kits cannot be guaranteed. If you are unsure about your organizations HPOP status, need assistance with request status, or have any additional questions, please email the MDPH resource box at [dph.resource.request@mass.gov](mailto:dph.resource.request@mass.gov).*
- *Upcoming important dates for LPH:*
- *1st QER/ and RST Quarterly update due last Friday in October 10/25*

### **Budget Discussion**

- J. Wallitsch provided the Budget update. The EC clarified the vaccine cooler purchase.
- The Mental Health Resiliency Training is scheduled for 12/3 at Mass Task Force 1 in Beverly, we are finalizing the contracts with the vendor now. Big thank you to everyone who helped with this. Peabody is willing to purchase the food so this will be an all-day event.
- We will hear from the coalition members researching the cooler purchase at the general meeting about any updates.

### **PHEP Coordinator Update**

- J. Wallitsch provided the PHEP Coordinator. On the 19<sup>th</sup> F. Balbi held a WebEOC training for the coalition. If you could not attend the meeting but would like an overview, please let the coordinators know, and they will be able to connect you with Felicia.

### **PHEP Planner Update**

- The Planner contract for this Budget Period has not been executed. Once the contract is executed, the Planners will attend the Executive Committee meetings and provide an update.
- K. Sterneck will send a survey to gather information and details regarding what materials communities have. 5 communities have responded and asked other communities to discuss after the meeting who did not respond.
- The second section on the Needs Assessment is currently being built. A survey was sent to help gather information on what capabilities are prioritized.
- Later this FY, there will be information on an upcoming workshop and a communication SOP

### **HMCC & MAPC Update**

- E. Robert noted that the stakeholders' meeting is beginning and working with the Board of Governors' meeting; they will switch up the four meetings into two.
- The first focus will be on infrastructure failures as multiple infrastructures were assessed as high.
- HMCC & MAPC are looking to have the Brockton Fire Chief as he was the response to the fire at the Brockton hospital.
- The Fire Chief will speak about the Incident Command Structure and how he was able to deploy the incident response and the evacuation of the hospital.
  - Breakout sessions will follow the discussion with representatives.



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- There will likely be a second meeting in the spring.
  - Finalized topics will be included in a further update.
- A reminder to fill out a form on the communication device. We will hear feedback to offer clarity on the update. D. Witts added that they promoted the event on 11/6, which will now be moved to 11/4 to accommodate the fire chief's schedule. The meeting location will be updated at a later date.

**New Business Unforeseen by the Chair**

- D. Greenbaum brought forward unforeseen business to update the Executive Committee that he was working through a technical assistance grant with his local emergency management director.

**Adjourn**

Motion put forth by D. Greenbaum:

- Adjourn the meeting at 12:48 p.m.
  - Seconded by E. Kamarinos
  - In Favor: All.
  - Opposed: None.
  - Abstain: None.
- The motion passed.

**\*\*Next Meeting: October 23, 2024; 12:30 P.M.\*\***

**At the Danvers Police Training Room  
120 Ash Street, Danvers, MA 01923**



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**Voting Members in Attendance:**

David Greenbaum	Salem Health Department
Erini Kamarinos	Lynn Health Department

**Non-Voting Members in Attendance:**

Jenifer Wallitsch	MAPC
Dan Witts	MAPC
Beth Robert	MAPC
Amy Reilly	MAPC
Nina Miscioscia	MAPC

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

- Executive Committee Meeting Agenda for August 28, 2024.