



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

**Full Coalition
Meeting Minutes**

*Wednesday, December 17, 2025
1:30 P.M.
100 Ash St
Police Training Room
Danvers, MA*

Call to Order

- A. Petty called the meeting to order at 1:36 p.m.

Welcome & Introductions/Attendance Roll Call

- A. Petty welcomed everyone to the Region 3D North Shore/Cape Ann Public Health Emergency Preparedness Full Coalition Meeting.

Approval of Meeting Minutes

- Approval of the November 19, 2025 meeting minutes.

Motion put forth by J. Coulon

- Seconded by D. Greenbaum
- In Favor: All.
- Opposed: None.
- Abstain: 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.
 - A. Petty raised the concern over the change to a new cyber system and not being able to access their back-up systems during an emergency without internet.

PHEP Coordinator Update

- J. Wallitsch provided the PHEP Coordinator update.
- The coalition is advised to update the contact list email by December 23, 2025.
- Both the state and Coalition held a drill with the following results in December:
 - 15/15 communities completed the 3D specific drill on time.
 - 13/15 communities completed the state drill on time
 - Missing: Nahant, Hamilton
- The group was informed of the current inventory status of the reported missing items.
 - All communities were asked to double-check their inventories once more for the missing items.

PHEP Planner Update

- J. Lieb gave the PHEP Planner update.
- The After Action Reports have been shared with the 3D communities.
 - 5 communities have yet to review the AARs.
 - The AARs are due on the date of the December meeting.



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- J. Lieb will stay after the meeting to assist in the completion of the AARs.
- The feedback gathered from the AARs, revealed that it would be beneficial to the coalitions to receive additional funds for the year towards communication templates.
 - An additional possibility would be a platform to store communication platforms.
- The PHEP Trainings selected were as followed:
 - Disaster Epidemiology Training
 - Community Preparedness Training
 - The training sessions are scheduled for the Spring.
 - The group will be informed as soon as the quotes have been received.

HMCC & MAPC Update

- E. Robert gave the HMCC/MAPC update.
- E. Robert shared that the Board of Governors met and discussed the HVA prior to the Coalition meeting.
 - The report will be shared with the coalition at a later date.
 - E. Robert noted communicable disease as the top hazard.
 - The group will decide how to prepare for these hazards during an event in the Spring.
 - This event will be based on the BOGs meeting taking place before the holidays.
- The new ENS system is up and running, the system is being tested and 3D members should have received a phone call, text, and email on 12/17. The phone number that calls you on behalf of the HMCC is 617-933-0700.
- The HMCC is continuing to meet with the hospitals on a monthly basis.

MRC Update

- L. Jackson shared the MRC update.
- With new members joining the Coalition, L. Jackson provided her contact information listed below for any potential questions.
 - liisajackson@mrcvolunteer.org.
- The MRC is currently filming shelter training classes available to any interested communities.

New Business Unforeseen by the Chair

- D. Hurley informed the Coalition of her work with BioBot, where she is able to receive weekly reports from the wastewater regarding outbreaks such as COVID, influenza, and additional diseases.
 - Currently, data is indicating severe levels of Influenza A and high levels of COVID.

Adjourn

- Motion put forth by W. Hansbury
- Adjourn the meeting at 2:30 p.m.
 - Seconded by D. Greenbaum
 - In Favor: All
 - Opposed: None.
 - Abstain: None.
- The motion passed.



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Coalition Members in Attendance:

David Greenbaum (Voter)
Erini Kamarinos
Wendy Hansbury (Voter)
Teresa Riley-Singh (Virtual)
Teresa Kirsch (Voter)
Andrew Petty Chair
Erin Kirchner (Virtual)
John Fralick
John Coulon
Laura Ricci (Voter, Late)
Frank Giacalone
Kitzia Diaz (Late)
Kelli Padilla
Sharon Cameron (Virtual)
Judith Ryan
Ray Cahill (Virtual)
Tracy Giarla
Elsa Wright
Cindy Juncker
Lisa Tobin
Neia Illingworth
Brenda Wolf
Dominique Hurley (Late)
Jeff Vaughan (Virtual, Late)

Salem Health Department
Lynn Health Department
Manchester Health Department
Saugus Health Department
Beverly Health Department
Marblehead Health Department
Essex Health Department
Saugus Health Department
Nahant & Rockport Health Department
Beverly Health Department
Danvers Health Department
Lynn Health Department
Salem Health Department
Peabody Health Department
Danvers and Hamilton Health Departments
Rockport Health Department
Marblehead Health Department
Essex Health Department
Gloucester Health Department
Lynn Health Department
Swampscott Health Department
Peabody Health Department
Gloucester Health Department
Swampscott Health Department

Non- Coalition Members in Attendance:

Nina Miscioscia	MAPC
Jenifer Wallitsch	MAPC
Beth Robert	MAPC (Virtual)
Jackson Lieb	BME
Liisa Jackson	(MRC) (Virtual)
Paige Aldenberg	Massachusetts Department of Environmental Protection

Members Absent:

Pamela Crehan	Manchester Health Department
Anna McNichols	Nahant Health Department
Brie Turco	Gloucester Health Department
Peter Mirandi	Hamilton Health Department
Maribeth Ting	Wenham Health Department
Andrew Ting	Wenham Health Department

The following documents were used/referenced during the meeting:

- Coalition Meeting Agenda for December 17, 2025
- Coalition Meeting Minutes for November 19, 2025