



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

**Full Coalition
Meeting Minutes**

*Wednesday, March 25, 2026
1:30 P.M.
100 Ash St
Police Training Room
Danvers, MA*

Call to Order

- A. Petty called the meeting to order at 1:39 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 February 25, 2026 meeting minutes.

Motion put forth by J. Ryan

- 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 notified of the budget line items to be moved to open up funding.
 - Approximately \$3,400.00 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
 - Food borne
 - Mosquito illnesses
 - Infectious disease outreach,
 - Shelter in place for public health
 - Beach closures
- Approval of Moving Budget Funds

Motion put forth by D. Greenbaum

- Seconded by W. Hansbury
- In Favor: All.
- Opposed: None.
- Abstain: None



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The motion passed.

PHEP Coordinator Update

- J. Wallitsch provided the PHEP Coordinator update.
- The group was informed of the current inventory status of the reported missing items:
 - o Saugus has yet to pick up its items from Marblehead
 - o Wenham and Manchester are the remaining communities missing items listed below
 - Holster for Manchester
 - 2 flashlights (one Wenham, one Manchester)
 - 1 flashlight charger (one Wenham)
 - o 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.
 - o 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.
 - o Please ensure that all members in attendance have RSVPed for the event.
 - o CEUs will be available for this training for RS, CHO, and Nursing.
- The coalition was reminded that there will be training on Community Preparedness in May.
 - o More information to follow in the coming weeks.
- The group gave no feedback regarding the Principles of Operations.
 - o The document was voted on.

Approval of Principles of Operations

Motion put forth by W. Hansbury

- o Seconded by T. Giarla
- o In Favor: All.
- o Opposed: None.

The motion passed.

- A. Petty discussed Concurrence with the group.

Approval of Concurrence

Motion put forth by D. Greenbaum

- o Seconded by W. Hansbury
- o In Favor: All.
- o Opposed: None.
- o Abstain: None

The motion passed.

PHEP Planner Update

- J. Lieb gave the PHEP Planner update.



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- 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.
 - o 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.
- OPEM has received information regarding the Hospital preparedness grant side of the HMCC who have also received funding.

DPH/OPEM

- F. Balbi gave the DPH/OPEM Update
- The PHEP application is due April 17, 2026.
- Priority areas include participation in state-sponsored drills, meetings, using SOP developed in BP2 to implement at municipal level.
- The state held a drill simultaneously with the 3D meeting.
 - o Results to be discussed at the April meeting.
- The group was reminded to update its mitigation plan for corrective action.

MRC Update

- L. Jackson shared the MRC update.
- An AAR was developed in response to the blizzard and the communities affected on Cape Cod.
 - o L. Jackson encouraged the group to reach out if they are interested in the AAR.
 - o Contact info: LisaJackson@mrcvolunteer.org

New Business Unforeseen by the Chair

- None

Adjourn

- Motion put forth by E Kamarinos
- Adjourn the meeting at 2:25 p.m.
 - o Seconded by D. Greenbaum
 - o In Favor: All
 - o Opposed: None.
 - o Abstain: None.
- The motion passed.



**Health & Medical Coordinating Coalition
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Coalition Members in Attendance:

David Greenbaum
Erini Kamarinos
Wendy Hansbury
Andrew Petty Chair
Erin Kirchner
John Fralick
John Coulon (Virtual)
Frank Giacalone
Sharon Cameron
Judith Ryan
Tracy Giarla
Elsa Wright (Virtual)
Brenda Wolff (Virtual)
Jeff Vaughan
Kitzia Diaz
Lisa Tobin
Cindy Juncker (Virtual)
Kelli Padilla

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

Non- Coalition Members in Attendance:

Nina Miscioscia	MAPC
Jenifer Wallitsch	MAPC
Beth Robert	MAPC
Jackson Lieb	BME
Liisa Jackson	MRC
Emma Marcus	Salem State University Sit-in Nursing Student

Members Absent:

Laura Ricci (Voter)
Ray Cahill
Pamela Crehan
Anna McNichols
Brie Turco
Peter Mirandi
Maribeth Ting
Andrew Ting
Teresa Kirsch (Voter)
Dominique Hurley
Teresa Riley-Singh

Beverly Health Department
Rockport Health Department
Manchester Health Department
Nahant Health Department
Gloucester Health Department
Hamilton Health Department
Wenham Health Department
Wenham Health Department
Beverly Health Department
Gloucester Health Department
Saugus Health Department

The following documents were used/referenced during the meeting:

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