



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

**Full Coalition
Meeting Minutes**

***Wednesday, March 26, 2025
1:30 P.M.
100 Ash St
Police Training Room
Danvers, MA***

Call to Order

- A. Petty called the meeting to order at 1:31 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 February 26, 2025, meeting minutes:

Motion put forth by J. Coulon

- Seconded by R. Cahil
- In Favor: All.
- Opposed: None.
- Abstain: None
- Note to change “higher capacity” minutes bullet to include the word “hospital” to clarify the capacity.

The motion passed.

Budget Discussion

- N. Miscioscia provided the Budget update.
- The coalition was informed that each community has two signboards available for pickup at the Marblehead Board of Health, 7 Widger Rd Ste 1, Marblehead, MA 01945.
 - The group was asked to contact the coordinators as they pick up the materials (signboard, letters, and white board insert) and to note if the signboards do not meet the specifications.
 - The group was also requested to pick up the materials during regular office hours not after the workday which have been sent out to the coalition over email.
- The requested red letters are in the process of procurement and an update on the delivery timeframe will follow before the April meeting.
 - Delivery updates to follow on the flashlights as well.
- The Executive Committee voted on relevant budget modification from extra funds from the red letters and phone lines.
 - This was moved to the walkie-talkies and accessories.
 - The extra accessories will be given to the larger communities.
 - Below are the totals for the walkie-talkies and accessories.
 - Walkies (30 packs of 6 = 180 walkies)
 - Earpieces (30 packs of 2 = 60 total)
 - Holster (30 total)
 - Charging Ports (15 with the capability of charging two walkies)
 - Car charger (45 single cords with the ability to charge two walkies)

PHEP Coordinator Update



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- N. Miscioscia provided the PHEP Coordinator with an update.
- The monthly WebEOC drill was sent out on March 18, 2025, last week through the HHAN with 13/15 completing the drill on time, Gloucester and Swampscott did not complete the drill.

Motion put forth by J. Coulon to re-adopt the Principles of Operation

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

The motion passed.

PHEP Planner Update

- K. Sterneck gave the PHEP Planner update.
- Ingrid Maurice Knowles will begin to transition to the position that was held by K. Sterneck.
- BME will need the edits that each community will make following the workshop last month by March 31 to put into the frameworks. Please send them to K. Contador by March 31. If any members have questions after the deadline, do not hesitate to reach out to K. Contador.
- Comms SOP will have a draft available to review in April.
 - o BME asks for coalition members to have feedback submitted by the May meeting.
- A virtual webinar series will occur throughout this May and June. The topics will include mental health, pets in emergencies, biological, nuclear emergencies, etc. Information will come to follow on the dates and times to attend, with instructions on how to register.

Concurrence Update

- A. Petty shared a concurrence update.
- LSAC has a meeting the first week of April regarding the status of funding levels.
- The coalition was asked to vote on concurrence with the current documentation at hand, which had been populated to the coalition via email with the meeting agenda.

Motion put forth by D. Greenbaum

- o Seconded by J. Coulon
- o In Favor: All.
- o Opposed: None.
- o Abstain: None

The motion passed.

HMCC & MAPC Update

- D. Witts gave the HMCC/MAPC update.
- HMCC continues to monitor hospital updates.
 - o For the past few weeks, HMCC has not received any duty officer calls.
- The HMCC is waiting for instructions from the state on the new inventory process, the coordinators will share information once received.
- The meeting on best practices on serving unhoused individuals will be hosted at Northern Essex Community College on May 29, 2025.
 - o Lunch to be provided.

MRC Update

- L. Jackson shared the MRC update.
- MRC noted planning continues for the new Northeast Disaster Animal Response Team (DART).



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- This unit will cover all of Region 3.
 - A training will be held in the coming weeks with an invitation to follow.
- MRC partnered with the American Red Cross to hold a virtual blood drive. The invitation for this program will be sent out to the coalition.
 - If any community is interested in hosting a blood drive, please contact L. Jackson for further instruction.

New Business Unforeseen by the Chair

- J. Ryan will be running a focus group out of Danvers targeting individuals at rehabilitation facilities, she is seeking assistance with coming up with questions.

Adjourn

- Motion put forth by J. Ryan
- Adjourn the meeting at 2:17p.m.
 - Seconded by D. Greenbaum
 - In Favor: All.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

****Next Meeting: April 23, 2025**
At Danvers Police Training Room
100 Ash St, Danvers, MA 01923**



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

Andrew Petty, Chair (Voter)

Elsa Wright (Virtual)

Erini Kamarinos

Wendy Hansbury (Voter)

Kitzia Diaz

Teresa Riley-Singh

Laura DelleChiaie

Erin Kirchner (Virtual)

Neia Illingworth (Virtual)

Cindy Juncker (Voter) (Virtual)

David Greenbaum (Voter)

Lisa Tobin

Judith Ryan

Teresa Kirsch (Voter)

Sharon Cameron (Voter)

Maribeth Ting

John Coulon

Frank Giacalone

Tracy Giarla

Ray Cahill (Voter)

Marblehead Health Department

Essex Health Department

Lynn Health Department

Manchester Health Department

Lynn Health Department

Saugus Health Department

Beverly Health Department

Essex Health Department

Swampscott Health Department

Gloucester Health Department

Salem Health Department

Lynn Health Department

Danvers and Hamilton Health Departments

Beverly Health Department

Peabody Health Department

Wenham Health Department

Nahant & Rockport Health Department

Danvers Health Department

Marblehead Health Department

Rockport Health Department

Non-Voting Members in Attendance:

Jenifer Wallitsch

MAPC

Liisa Jackson (Virtual)

MRC

Nina Miscioscia

MAPC

Beth Robert

MAPC (Virtual)

Dan Witts

MAPC (Virtual)

Felicia Balbi

(DPH) (Virtual)

Karen Contadoor

(BME)

Ingrid Maurice Knowles

(BME) (Virtual)

Members Absent:

Pamela Crehan

Manchester Health Department

Antonio Barletta

Nahant Health Department

Anna McNichols

Nahant Health Department

Andrew Ting

Wenham Health Department

Dominique Hurley

Gloucester Health Department

Stacey Larlo

Peabody Health Department

John Fralick

Saugus Health Department

The following documents were used/referenced during the meeting:

- Coalition Meeting Minutes for February 26, 2025
- Coalition Meeting Agenda for March 26, 2025
- Principles of Operations
- Concurrence Document