



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

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**Full Coalition  
Meeting Minutes**

*Wednesday, November 19, 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 October 29, 2025 meeting minutes with the correction of Sharon Cameron in attendance.

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.
- No items to discuss purchasing at the moment.
  - The coalition will revisit this in the coming months based on the information, workshops, and training provided by the PHEP Planner.

**PHEP Coordinator Update**

- J. Wallitsch provided the PHEP Coordinator update.
- The coalition will be meeting on December 17, 2025.
  - This is a week prior to the typical coalition meeting due to the holidays; the members are advised to take note.
- The communities listed below have yet to submit their inventory list:
  - Nahant
- The coalition held a drill on November 4, 2025, with the following results:
  - 14/15 communities completed the drill on time.
    - Nahant did not complete the drill.

**Planner Update**

- J. Lieb gave the PHEP Planner update.
- J. Lieb thanked the group for being in attendance for the tabletop discussion.
- AARs for review and feedback will be sent back out to the coalition on December 2, 2025.
  - Finalized items will be due back on December 17, 2025.



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---

- Trends for the workshops will be discussed at the Full Coalition meeting.
- Scopes of works for the requested trainings are being finalized with BME and MAPC's procurement team.
  - o The trainings will be planned for March, more information to follow.

**HMCC & MAPC Update**

- E. Robert gave the HMCC/MAPC update.
- E. Robert noted the status of the new ENS system, RAVE by Motorola.
  - o No action is required by 3D Coalition members.
  - o Information will be sent to stakeholders regarding the new email and phone number the system will utilize.
- The BOG met on October 30, 2025, to complete the Hazard Vulnerability Index. This has been submitted.
  - o The Excel sheet utilized for the HVI produced formula errors, which will be remedied.
- Work continues to complete the Electronic Inventory System with OPEM.
- HMCC continues to meet monthly with hospital leadership to monitor the higher capacity of the region's hospitals.
  - o A. Petty raised concern over the Region's hospitals being at capacity and the lack of communication with the EMS members when max capacity occurs.
  - o W. Hansbury raised the concern about the potential for overflowing patients to be transferred to community shelters.

**MRC Update**

- L. Jackson shared the MRC update.
- L. Jackson shared a video of [Emergency Animal Shelter Level 1](#) video, test, and resources via email to the coalition members.

**New Business Unforeseen by the Chair**

- No updates.

**Adjourn**

- Motion put forth by J. Ryan
- Adjourn the meeting at 2:23 p.m.
  - o Seconded by D. Greenbaum
  - o In Favor: All
  - o Opposed: None.
  - o Abstain: None.
- The motion passed.

**Coalition Members in Attendance:**

David Greenbaum (Voter)  
Erini Kamarinos  
Wendy Hansbury (Voter)  
Teresa Riley-Singh  
Teresa Kirsch (Voter)  
Andrew Petty Chair  
Jeff Vaughan (Virtual)  
Erin Kirchner (Virtual)  
John Fralick (Virtual)  
John Coulon

Salem Health Department  
Lynn Health Department  
Manchester Health Department  
Saugus Health Department  
Beverly Health Department  
Marblehead Health Department  
Swampscott Health Department  
Essex Health Department  
Saugus Health Department  
Nahant & Rockport Health Department



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Laura DelleChiaie (Voter, Late)  
Frank Giacalone  
Kitzia Diaz  
Kelli Padilla  
Sharon Cameron  
Judith Ryan  
Ray Cahill (Virtual)  
Tracy Giarla  
Elsa Wright

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

**Non- Coalition Members in Attendance:**

Nina Miscioscia	MAPC
Jenifer Wallitsch	MAPC
Beth Robert	MAPC (Virtual)
Jackson Lieb	BME
Liisa Jackson	(MRC) (Virtual)

**Members Absent:**

Pamela Crehan  
Anna McNichols  
Brie Turco  
Peter Mirandi  
Maribeth Ting  
Dominique Hurley  
Lisa Tobin  
Brenda Wolf  
Neia Illingworth  
Andrew Ting  
Cindy Juncker

Manchester Health Department  
Nahant Health Department  
Gloucester Health Department  
Hamilton Health Department  
Wenham Health Department  
Gloucester Health Department  
Lynn Health Department  
Peabody Health Department  
Swampscott Health Department  
Wenham Health Department  
Gloucester Health Department

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

- Coalition Meeting Minutes for October 29, 2025
- Coalition Meeting Agenda for November 19, 2025