

Executive Committee Meeting

February 24, 2026

10:00 am to 11:30 am

Zoom Meeting

Attendance

Kelly Pawluczzonek (Weston); Shaun McAuliffe (Hopkinton); Sara Schaffer (Brookline); Taylor West (Southborough); Jhana Wallace (Wellesley); Kerry Clark, Terri Clover (MRPC/HMCC); Garrett Simonsen, Steven Mauzy (Regional Planners); Eric Olsen (4AB MRC)

Meeting Minutes

- Shaun McAuliffe (Hopkinton) opened the meeting at 10:06 am.

I. Approval of the January 27th PHEP EC Meeting Minutes

- Taylor (Southborough) made a motion, seconded by Sara (Brookline), to accept the January EC meeting minutes.

II. HMCC Updates

- Kerry (HMCC) provided an update on the HMCC's response to the recent storm. Regarding the budget status, Kerry noted that we are at 55% of spending for quarter three, with \$277,000 remaining, all of which is allocated. He mentioned that MHOA payments have been completed, and Steven's laptop should be completed soon as well. The team is also on track with spending for conferences, Coll consulting, and other projects, with some funds still available for reallocation if needed.
- Teri (HMCC) updated the group on the next HMCC stakeholder meeting, which is scheduled for March 18th at 10 AM, featuring FBI training on bomb threats and swatting hoaxes, followed by discipline reports on Boston Marathon and FIFA World Cup planning.

III. DPH Updates

- Felicia (MDPH) reported that DPH is activated for the nor'easter and staffing the State Emergency Operations Center. She also discussed the Notice of Funding Opportunity for Budget Period 3, which arrived on February 17th with a federal application due April 17th. The quarterly updates and budget modifications were due by Friday for review.

IV. Planner Updates

- Garrett (PHEP) reported that 77% of Coalition communities have submitted response frameworks, with more expected soon. He noted that after-action reports (AARs) and improvement plans are progressing well, with drafts sent to 45 communities and a 3-week turnaround time until March 11. Garrett mentioned he has received 3 final AARs so far, and once all are received, he will submit PDF versions to OPEM by the end of March, while also providing communities with a guide on using AARs for funding requests.



- Steven (PHEP) provided updates on two Crisis and Emergency Risk Communication related initiatives. A training from the CDC is scheduled for March 24th, which will be hosted as a virtual viewing party followed by an in-person discussion. Eliza Coll is working with the team on a workshop for a regional CERC guide, which will be held on May 7th,
- Arrangements for travel to the NACCHO conference are complete, and invitations for a pre-trip call have been sent out.
- Garrett reminded the group about the upcoming quarterly drill from DPH, which may require communities to update their 24-7 contact information in WebEOC. If the drill does not request 24/7 updates, communities will need to complete the quarterly update requirement within WebEOC before the end of March.

V. MRC Updates

- Eric (MRC) discussed the activation of MetroEast and MetroWest units for shelters in Somerville and Newton, with other units on standby. Eric reported that the Red Cross requested volunteers for shelters in Plymouth and Weymouth, and he mentioned an exercise in Concord that highlighted the need to review municipal shelter plans.

VI. New Business

- No new business.

VII. Vote/Adjourn

- Kelly made a motion to adjourn, seconded by Jhana- motion approved. Motions to approve the minutes and to adjourn passed. The meeting adjourned at 10:29 am.