**MEETING MINUTES**

**Meeting date** | time 1/21/2020 1:30 PM | **Meeting location** Fire Academy

**Type of meeting** Full Committee Meeting

**Facilitator** Marc Clement and Debra Samaha

**Note taker** Jessica Bates


### AGENDA TOPICS

**Time allotted | 10 minutes | Agenda topic Welcome and Agenda Review plus other business |**

- Weather Cancellations- If possible will be done the day before, but will most likely be done the morning of the meeting. Communication will be done by email.
- Full Committee Meetings will meet the odd months, the Executive Committee will meeting the even months.

**Time allotted | 5 minutes | Agenda topic Term of Committee Membership Letter |**

- Letters were sent out to those outlined in the Legislation in letters O-BB. These terms were picked at random during an Executive Committee Meeting. Even when your term is completed, you can request to be appointed for a new 6-year term.

**Time allotted | 10 Minutes | Agenda topic Executive Committee Roles and Responsibilities |**

- Full Committee will meet the odd months of the year, and the executive committee will meet on the even months.
- Roles and Responsibilities of the Executive Committee are still being developed, but these are a few things they will be responsible for: case selection, discuss who should be at the table during reviews, the annual report, creating subcommittees (Annual Report and Communication are a few ideas for new subcommittees).

**Time allotted | 5 minutes | Agenda topic Annual Report [https://www.doj.nh.gov/criminal/victim-assistance/child-fatality-review-committee.htm](https://www.doj.nh.gov/criminal/victim-assistance/child-fatality-review-committee.htm) |**

- All past Annual Reports can be found at the Attorney General’s Office Website.
- Work on the 2020 report will start soon, more to come.
Time allotted | 10 minutes | Agenda topic Role of the National Center

- The National Child Fatality Review has a website that have many tools for teams to use for reviews.
- In the future, the Co-Chairs will invite Regional Director Abby Collier to a meeting.

Time allotted | 15 minutes | Agenda topic Overview of Safety Science System |

- Overview given by Office of the Child Advocate

Time allotted | 10 minutes | Agenda topic Other Business and Non-Public Session |

The way reviews will proceed will be as follows. Questions can be asked after each person speaks.

- Start by going into non-public session.
- Medical Examiner will start and give her report.
- If law enforcement at the review then they will present next.
- EMS/Fire will go next.
- Anyone else with information will present.
- Then recommendations will be talked about and written down on a spreadsheet.

Time allotted | 85 minutes | Agenda topic Child Fatality Review |

- This portion of the meeting is in non-public session.

Time allotted | 5 minutes | Agenda topic Wrap Up |

Do review first, then all other business (if time).

Changes to SB 430

- Add Fire Marshal
- Wording relating to interfacing with Office of the Chief Medical Examiner
- Non-Public Session Wording