

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

Type of meeting	Full Committee Meeting	Attendees: Joy Barrett, Vicki Blanchard, Steve Chapman, Dianne Chase, Marc Clement, Sai Cherala, Lisa Dean, Anne Diefendorf, Jennie Duval, Maryann Evers, Ann Landry, Marie Linebaugh, Moira O'Neill, Resmiye Oral, David Parenteau, Sylvia Pelletier, Jo Porter, Joe Ribsam, Debra Samaha, Christine Santaniello, Marty Sink, Lissa Sirois, Nancy Smith, Rich Cote, Kate LeBell.
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>

- 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.

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Time allotted | 10 minutes | Agenda topic *Role of the National Center*  
<https://www.ncfrp.org/>

- 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.

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

- Overview given by Office of the Child Advocate

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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.

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

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

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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