

NH Protected Health Information; Privacy Committee

MEETING MINUTES (Approved)

May 31, 2023

9:00 AM

NH Fire Academy Drylab Classroom

Quorum: 6 members, quorum is 4

Members Present:

Lisa Drabik, Mark Hastings, Ryan Hornblower, Ted Joubert, Justin Romanello

Members Absent:

Terry Jarvis

NH FST&EMS Staff:

Richard Cooper, Joanne Lahaie

Meeting called to order at 9:11 am

1) Welcome/Membership

- A. Justin Romanello as designee of the Commissioner of Safety welcomed everyone and introductions were made.

2) Approval of the minutes

Vote: N/A

3) Purpose of Privacy Committee

- A. Justin Romanello and Richard Cooper reviewed RSA 153-A; 35 that established the Privacy Committee and its functions.
- B. Richard Cooper provided a draft policies and guidelines document that states the jurisdiction, scope of review, organization and responsibilities, purpose of data requests definitions etc.

4) Request Review

- A. Four data requests were reviewed, the committee discussed de-identified data and directly identifiable data and the types of requests that fall into those categories.
 - **A motion was made (Hornblower/ Joubert) to accept the data request made by P. Roberts for the Annual NH Suicide Prevention Report. All in favor. None Opposed.**
 - **A motion was made (Hornblower/ Drabik) to accept the data request made by B. Kling for tracking annual call counts. All in favor. None opposed.**
 - **A motion was made (Drabik/ Hornblower) to accept the data request from T. Donovan, pending official form being completed, regarding transport number to Dartmouth Hospital. All in favor. None opposed.**
- B. A discussion was held on implementing a score sheet of data requests to help facilitate faster decision making for the Division.

5) Old Business

6) New Business

A. The committee decided on bi-monthly meetings, beginning in July, for the fourth Wednesday of every other month. The date for the July meeting is pending.

A motion was made (Hornblower/Joubert) to accept the bi-monthly schedule for the Privacy Committee, to be held every fourth Wednesday. All in favor. None opposed.

7) **Good of the Order**

8) **Adjournment**

A motion was made (Hornblower/Joubert) to adjourn the meeting. All in favor. None opposed.

Next Meeting: TBD