



TO: Mayor Linda Gorton

FROM: Jason G. Wells, Fire Chief

DATE: November 24, 2025

SUBJECT: Business Associate Agreement, Health First Bluegrass

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The Division of Fire and Emergency Services is requesting authorization to enter into an agreement with Health First to allow the secure sharing of protected health information (PHI) in compliance with HIPAA regulations. This agreement ensures that Health First can provide necessary services to the Division while maintaining the privacy and security of all patient information while collaborating with the LFD Community Paramedicine Program. The agreement is for a period of one year and will be effective once it is duly approved and signed by both parties.

Department needs this action completed because:

The department needs this agreement in place to comply with HIPAA requirements and to allow Health First to securely access and exchange protected health information (PHI) necessary to support patient care and program operations while collaborating with the LFD Community Paramedicine Program. Without this agreement, the department cannot legally share PHI or collaborate effectively with Health First on related services.

What is the cost in this budget year and future budget years?

The cost for this FY is: There is no impact to the General Fund

The cost for future FY is: There is no impact to the General Fund

Are the funds budgeted?

No impact on the budget

File Number:

If a contract, please indicate the cancelation clause: This Agreement may be terminated by either party may terminate the agreement if there's a material breach, and upon termination, all PHI must be returned or destroyed to ensure continued HIPAA compliance.

Director/Commissioner: Wells/Armstrong

