

# Rehoboth Information Technology Advisory Committee Meeting Minutes

**Date of Meeting:** 12 July 2023 (7:00 pm)

**Meeting Location:** Zoom only (see agenda)

**Members of Committee:**

Anna Deignan (AD) (Chair)  
Tim Maynard (TM) (Secretary)  
Reuben Fishman (RF)

**In Attendance:**

Present  
Present  
Present

**Official Observers:**

George Solas (B.O.S.)

**Special Guest:**

Karen DaSilva

**Old Business:**

A motion was made, by Tim Maynard, to approve the minutes of the meeting of 15 June 2023. The motion was seconded by Reuben Fishman and was passed unanimously.

Anna requested an update from Reuben on the Dispatch Interface project. Reuben explained that the Ambulance Service donated the server to be used for the project. The Fire chief has approved the installation of the CAD interface and that we are about two months from going live. The installation, integration and implementation are in the hands of CMIT and the vendors. The issue has been continued to the next meeting where we will receive an update.

Anna gave the committee an update on the Town Awareness Security Policy. Anna indicated that she is still working on it and indicated that the committee still needs a secure working (storage) space for the committee to store documents that are in development and not ready for publication. Anna has again requested of George Solas (representing the B.O.S.) for space on behalf of herself, Tim and Reuben. George indicated that he will talk to CMIT about a secure working space for the committee members.

Anna indicated that she wanted to review the old prospective policies with an eye to plugging any gaps in the town's policy/procedure needs. Anna suggested that we put together any questions that we have about the proposed training policies for the upcoming meetings.

Anna indicated to George that the committee had requested copies of the completed Beazley questionnaire and all that we had received was a blank copy. Anna requested an update on the status of the cyber insurance renewal process. George indicated that the questionnaire had been filled out and sent in and that the town had received the completed policy and so the town was covered. Anna requested a copy of the completed questionnaire. George indicated that he would have it sent to us electronically by the end of the week. George stated that he was unaware of any problems with the renewal. He will check out the price of this year's policy and send a copy of the policy to the members of the committee. As an aside, George indicated that Bob Miller who was formerly in charge of the local CMIT office had retired and he had met the new guy in charge.

Anna gave the committee an update on the project of “plugging in” the CMIT Network and Security Assessment for the town into the NIST cyber security framework (CSF). The project is ongoing and she will forward it to the members of the committee for review as soon as it is done.

**New Business:**

Karen DaSilva was introduced to the committee. She has expressed an interest in serving on the IT Committee. Karen explained some of her background and clearly appeared fit to serve on the committee. She was well received by the committee and each member then proceeded to present some of their background. It was requested of Karen that she notify Anna if she decided that she wanted to serve or if she had any additional questions.

On behalf of myself and the committee, I would like to thank Jay Jil for serving on the committee and lending his much valued expertise. I will personally miss Jay’s presence and wish him the best in any future endeavors.

The next meeting of the committee is tentatively scheduled for Wednesday 2 August 2023 at 7:00pm in the Arcade building (Francis Farm).

| <b><u>Motion:</u></b>           | <b><u>Presented By:</u></b> | <b><u>2<sup>nd</sup>:</u></b> | <b><u>Vote:</u></b> |
|---------------------------------|-----------------------------|-------------------------------|---------------------|
| Move to adjourn<br>(at 7:57 pm) | Tim Maynard                 | Reuben Fishman                | passed unanimously  |