

# Rehoboth Information Technology Advisory Committee Meeting Minutes

**Date of Meeting:** 4 October 2023 (7:09 pm)

**Meeting Location:** Arcade Building + Zoom

**Members of Committee:**

Anna Deignan (AD) (Chair)  
Tim Maynard (TM) (Secretary)  
Reuben Fischman (RF)  
Karen DaSilva (KD)

**In Attendance:**

Present  
Present  
Present (zoom)  
Present

**Official Observers:**

None

**Old Business:**

Karen DaSilva moved to approve the minutes of the meeting of 16 August 2023. The motion was seconded by Reuben Fischman and was passed unanimously.

Relative to the Dispatch Interface for the Fire and Ambulance Service, Reuben informed us that the Fire Department was up and running and the Ambulance Service is in the works and may be on line in another month. He promised to keep the committee informed of the progress.

Relative to the Town Employee Security Awareness Training Policy, it is near completion and Anna will send out a draft to all members.

Relative to the review of the last, full Cyber Security Insurance Questionnaire, Tim will resend a copy to all members of the committee. It should be reviewed and will be covered at the next meeting.

Relative to the Town IT Control Matrix/Mapping with Risk Assessment, Anna has completed the standardized instrument and will send it to all members. We must still remind the B.O.S. that the committee needs some network storage space (on the town's network). Tim will talk to George to express our continuing need in this regard.

**New Business:**

Anna reminded the committee that October is Cyber Security Awareness month. Anna reviewed what had been done in the past, specifically the presentation that she had made for the C.O.A. It was a common belief that this presentation had been recorded and might be available to be placed on the town's web site. If Anna does a presentation in front of the C.O.A., it was felt that it would be important to have it recorded and posted on the web site to increase access by the citizens of the town.

Some of the efforts that could be made would include:

- Town announcements;
- We should get on the agenda for a presentation before the B.O.S. meeting;
- The Presentation to the seniors;

The airing of the presentation to the seniors with a link on the web site.

Anna reminded the committee that it is in our charter to have an ITAC end-of-year review. She urged the members to review the charter and be prepared to discuss it at the next meeting.

**Motion:**

**Presented By:**

**2<sup>nd</sup>:**

**Vote:**

Move to adjourn  
(at 8:19 pm)

Reuben Fischman

Karen DaSilva

Passed unanimously