LAKE COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

January 8, 2013 ETSB Policy Committee Meeting Minutes

The meeting was called to order by Policy Committee Chairman Venturi, at 2:05 p.m. at the Lake Zurich Police Department. 200 Mohawk Tr. Lake Zurich, IL 60047

IN ATTENDANCE:
P. Finlon, Lake Zurich Police Dept.
A. McEwan, Lake County Administrators Office
P. Maplethorpe, Lake County Fire Districts
D. Venturi, Lake County Citizen
D. Wheelock, Lake Zurich Fire Dept.
S. Winnecke, ETSB Staff

Old Business
    a. **Unauthorized Access Security Policy**

       Members in attendance reviewed the proposed changes to the current Unauthorized Access Security Policy.

       McEwan inquired into what brought about the proposed changes. It was explained that there was an incident in which a public safety employee used information that was obtained from IStatus to monitor a situation that involved the said party.

       Winnecke gave a brief explanation on how IStatus and FatPot work allowing users to view current CAD data from both EnRoute and other CAD systems at other agencies.

       Discussion regarding who would be responsible for enforcing the ETSB policy resulted in acknowledging that each individual agency that has access to either IStatus of FatPot would still be required to submit their Dissemination and Use policy which would be enforced at the agency level. This is addressed in VI. B. Agency. If ETSB discovers a problem, contact will be made with the command staff of the involved agency for review.

       Venturi inquired whether the systems could be restricted or have a cookie installed to recognize certain devices. Winnecke explained that the programming for IStatus does not include this technology however, FatPot is working to have a single sign on for the FatPot Web Access which will terminate a second session. This would at least alert a user if their username and password has been used by another party.

       Discussion was held regarding IV. C and D. Other Non-Public Safety Personnel and Individual Application. McEwan expressed concern with access being granted to people that do not have a need to view the information. ETSB Board Members fall into the Other Non-Public Safety Personnel if they do not currently work for a public safety agency. Finlon explained what type of information is available to a person when access is granted. It was agreed that individual application for non-public safety persons that have a need to monitor IStatus in their roll with ETSB would be sent to the ETSB Chairman for approval after receiving it in the ETSB office. Users that would have access to view LEADS information in the calls would need to be sponsored by a Law Enforcement agency to also include the CJIS required background check.

       Language was added to have public safety agencies notify ETSB staff when a user is no longer with an agency that had access to view any data.

Maplethorpe brought up a concern about V. Access Precautions and Requirements D. Computer Terminal/Device Security advising that all fire apparatus MDCs are logged on at all times and could be viewed by the public at any time. Finlon explained that fire calls do not contain LEADS information. Discussion ensued to identify what this section of the policy covered. The consensus was that V. D. covers personal and office devices that could be left logged in and non-public safety eyes could view the data on the screen. Wheelock asked if we should identify MDCs separately. Venturi recommended adding language to this section that all reasonable precautions will be taken to avoid viewing of protected information by unintended parties.

Wheelock objected to V. F. Facility/Common Log-in advising that having a common log in for fire station monitor screens violates what the policy is stating. Discussion from attendees do not feel that any modification needs to be made due to the fact the location of the status monitors is in a secure location.

New Business

   a. **ETSB Bylaws Amendment**

Members in attendance reviewed draft 3 for consistency. Maplethorpe addressed Art V. Duties of Officers 4. Recommended Chairman be allow to vote. Maplethorpe advised the Chairman is an equal member of the Board and should have the same rights. The ETSB Board does not follow the same structure of a municipal or county board. McEwan expressed that she believes the Chairman should only be allow to vote on payment of bills. McEwan shared concern that allowing the Chairman to vote on all items could swing votes. McEwan believes that the job of the Chairman is to work to bring opposing sides together to find a solution. The absence of this neutrality would compromise votes. Additionally McEwan stated that allowing the Chairman to vote would take away the power of a group. Wheelock agreed with Maplethorpe that the Chairman is an equal member and should vote on all items. Maplethorpe shared that he spoke with Chairman Dato and the intention of the Chairman voting is optional and will only be done so with discretion. Venturi expressed agreement and recommended the Chairman be allow to vote. McEwan expressed her disagreement with the change and advised it will create a situation in which two sides will be lobbying the Chairman for votes. Wheelock stated he likes the way the changes are written and Venturi agreed advising it is clean. Members in attendance recommended and agreed the Chairman will always be the last vote recorded. The language allowing the Chairman to make a motion or second will be removed.

Discussion regarding Art. V. D. Treasurer. Maplethorpe reviewed the roll of the Treasurer as it relates to the ETSB Board. McEwan advised that the County Ordinance does not state that the County Treasurer is a member of the ETSB Board. The role of the County Treasurer as identified by State Statue, Emergency Telephone System Board Act states the County Treasurer will be the holder of all ETSB funds on behalf of the ETSB. Members recommend removal of references to the Lake County Treasurer in Art IV A, D. and Art.V. D.

McEwan recommended modifying section VI. A. not to force the ETSB monthly meeting to be on the 1st Tuesday of each month. Maplethorpe agreed. Language will be added to state meetings will be help monthly determined in accordance with the Open Meeting Act.

Venturi recommended Art. VI. B. be changed to reflect the regular monthly meeting in December.

Discussion regarding Art. VI. C. Recommended modification for the ability of special meetings to be requested with written request by 2 members of the Board to the Chairman. If the Chairman is not available it would be requested to the next in line as defined by the bylaws.

Art. VI. D. Recommended removal of "(9 Members)".

Art VI. F. Recommended modification of wording to cover conduct for all meetings.

Art VII. A. Recommended changing "Technical" to "Technology"

Maplethorpe opened discussion regarding IX. Administration, D. Current language states that a budget shall be adopted by the Board at the November meeting. Members agreed to recommend a change to state an annual budget shall be adopted by the ETSB Board prior to the fiscal year allowing for early approval if deemed appropriate.

Art. XII. Amendment of Bylaws discussed. Steve Rice recommended removing the number of Board Members required to pass and leave it to state 2/3. Recommendation also made by the members present to remove the final sentence regarding the Chairman as he would always be allow to vote as a board member.

Motion Finlon, second Wheelock to adjourn. There being no further business to discuss, the meeting was adjourned by Venturi at 3:53 p.m.

Respectfully submitted,
Steven Winnecke
Director of IT
Lake County ETSB