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TOWN OF BURLINGTON

Meeting Posting

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Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

DEPT./BOARD: Information Systems Advisory Committee
DATE: Tuesday, August 6, 2019
TIME: 7pm
PLACE: Conference Center, Grand View Farms Building and online at:
<https://attendee.gotowebinar.com/register/979742226410044173>

Agenda

1. Welcome and General Introduction
2. Election of Chairperson and Deputy Chairperson
3. Agreement on Meeting Schedule and Modalities
 - Meeting dates
 - Discussion on remote participation
 - Other meeting mechanics (notes, transcripts, etc.)
4. Milestones and Deliverables
 - Scope of deliverables: Town, Library, Schools?
 - Deliverable goals
 - Report to Town Meeting in January 2019
5. General Approach
 - Creation of high level strategy
 - Short term: January 2019
 - Mid term: 2020/2021
 - Long term: beyond 2022
 - Usage of standardized frameworks
 - NIST Cyber Security Framework
 - ISACA Cobit
 - ISO 27xxx series
 - Others
 - Next Steps
6. Any Other Business



Meeting Notes ISAC - August 6, 2019

Start: 7:01pm

1. Welcome and General Introduction

Attendees

Larry Warfield
Phil Pascale
Gerald Beuchelt
Dan Mc Cormack
Jose DeSousa
Joe Bongino
Bob Cunha
Bobby Chung
Lt Glen Mills

2. Election of Chairperson and Deputy Chairperson

Elected Chairpersons (unanimously)

- Gerald Beuchelt (chair)
- Lt. Glen Mills (deputy chair)

3. Agreement on Meeting Schedule and Modalities

3.1 Meeting Schedule for next meetings:

- Monday - September 9, 2019, 8pm
- Tuesday - October 1, 2019, 7pm
- Monday - November 4, 2019, 8pm

3.2 Remote Participation

The ISAC affirms our desire to leverage remote participation, if possible. The necessary permissions and changes will be addressed by the BOS and additional information will be provided once the formal approval is complete.

4. Milestones and Deliverables

4.1 Scope of deliverables: Town, Library, Schools?

Based on discussions with executive leadership, the following branches will be within the scope of this strategy discussion:

- Town
- Police
- Schools
- Library

4.2 Deliverable goals

The following high level goals should be considered when formulating our strategy

- Prevention of common threats to IT systems, especially in the municipal setting. This is to include ICS and SCADA systems (e.g. water treatment), but also focus on recent increases in ransomware.
- Development of a consistent town-wide IT disaster recovery and business continuity program, including backup of critical data to secure locations.
- Implementation of a recurring risk assessment program that is the basis for funding and executing ongoing improvements to the overall security of our assets.
- Development of a comprehensive governance body, including documented and regularly reviewed policies, standards, and procedures meeting compliance and other obligations.
- Establishment of a standing Cyber Security Task force to address incident response planning and execution across all assets.
- Creation of adequate recurring security training and awareness programs. This should initially focus on town employees and workers, but there was an express desire to keep resident and student awareness and education in mind as well.
- Establishment of a comprehensive asset register with named owners for systems and services.
- Adjustment of senior executive communications around security issues: The “tone from the top” needs to continuously reinforce will all employees that security is a major concern of the Town and everyone needs to be follow best practices to protect town assets.
- Discovery of the utility of Red Teaming / Offensive Security approaches to strengthen protection and response capabilities.
- Consideration of suitable organization measures to address security issues; establishment of a CISO or similar position in line with standard practices.
- Introduction of
 - 3rd party retainers or service to address resource shortcomings (digital forensics, incident response, etc.), potentially through existing vendors offering such programs

- Cyber insurance

For the next meeting, all members will review the goals and provide additional feedback as needed.

Action Items:

- Town IT will work with surrounding towns to better understand their current strategies and programs, including budget allocations to security-related issues.
- ISAC requests a short executive session at the next meeting to review existing Town network and systems setup at a more detailed level.

4.3 Report to Town Meeting in January 2019

ISAC will ensure that the TM report includes recommendations on how to:

- Identify capability gaps
- Create a sustaining strategy on security, including recommendation of adequate budget expansion
- Develop and execute an implementation plan

5. General Approach

5.1 Timelines

ISAC plans to address an extended outlook on strategy:

- Short term: report to TM in January 2019
- Mid term: focus on laying foundations and eliminating gaps in a measured way
- Long term: strong emphasis on sustained development and funding; security programs cannot be successful without a commitment to ongoing improvements.

5.2 Applicable Frameworks

There are a number of possible adequate frameworks that can guide gap assessment and implementation strategy, including:

- NIST Cyber Security Framework
- MS-ISAC and CIS Top 20
- Gartner IT Score assessments

Action Items

- Town IT will reach out to other towns to explore framework usage
- Lt. Mills will reach out to MS-ISAC to explore participation
- Gerald will get in touch with Gartner to see if the IT Score is available to towns.

6. Any Other Business

Participation in FBI/DOJ Infragard organization is encouraged to facilitate security and threat education and information sharing.

All ISAC members are encouraged to reach out to local vendors to request support for this effort.

Burlington should plan for hosting a local Security Conference for towns soon.

End: 8:40pm

Submitted by: Gerald Beuchelt