

BOROUGH OF FRANKLIN PARK
Technology Advisory Committee
Meeting Minutes

June 1, 2023

7:00 PM Hybrid meeting w/Teams

Committee Members: Nate Dufresne, Annie Graziani, Fran Livingston, David Switzer, Bheema Vadlamuri

Roll Call

Old Business:

Minutes from May meeting were approved.

New business –Discussion of items from 2021

- Cell phone alternatives
- Emergency operations radio communication
- Website design/functionality, and coordination w/ Police/Fire/EMS
 - o Due for redesign soon
- Social media usage/coordination – Facebook admin'd by Donna Platt
- Drones – Nate reviewed course he attended concerning how boroughs can use drones, etc.
- PA Act 106 of 2020 – personal delivery devices
- Education/Gov cable channel through North Allegheny SD
- Coordination w/ Town of McCandless TAC
- Supplemental staff on Borough software
- Review of procedures for cyber security insurance
- Review of IT security policies

New Business:

1. IT Security Policies – review and discussion
 - a. Question about Franklin Park Borough employees connecting to VPN when connected at local office
 - i. Bring Your Own Device (BYOD) isn't allowed - All devices are owned by FP

- ii. Users have admin rights
- iii. Users would be on VPN + connected to secure area anyhow
- iv. Consensus is that employee devices are behind the firewall (via vpn or local secure WIFI) therefore onsite vpn is unnecessary when on borough secure wifi, unless connecting through concentrator provides more control, etc.?

2. Review of Cyber insurance 2 Factor Authentication (2fa)

a. Review Steps and questions from Andy

i. Step1 (2fa via text message) or Step 2 (2fa via mobile app)

1. We recommend step 2 (2fa via app) if possible. Application based 2fa provides some additional flexibility for potential future changes to the borough IT infrastructure.

ii. Step 3: re-eval in 2025 to see if 3fa auth is needed (biometric, etc) – Good to know / be prepared.

iii. Question on frequency of 2fa

1. How often 2fa?

- a. Per login? Yes – NOT per screen saver lock
- b. Suggestion: after some time get feedback from users to see if this works, and possibly adjust.

2. Should 2fa be applied to individual SaaS

- a. Yes, agreed.
- b. In some cases maybe enforce regular re-log/authentication based on data classification (if more concerning, such as financial systems)

3. 3a: Should stationary (physically connected machines) or Wi-Fi systems have different 2fa?

- a. No

4. Should there be different 2fa requirements on VPN when connecting from outside the network?

- a. No, same standards should apply.

5. What 2fa if any should apply to logging into borough Software as a Service (SaaS) from a foreign device such as a home system?

- a. All the same should apply.

6. Password policy question: how complex should passwords be? How often should they require changing?

- a. Multiple suggestions for password phrases vs complex passwords.
- b. Suggested minimum password lengths. One suggestion was 12-16, one 8, suggestion of cutting the difference: 10?

- c. Suggest password managers? Generally, the group approves of them.
- iv. Extra Question from Andy
 - 1. What about people using same password on 10 diff SaaS services
 - a. Enforce that is a “no” (partially honor system)
 - b. Password manager will help w/ this.
 - b. Review Documents from Insurance Company
 - i. No questions about documents
 - ii. Seem straight forward, etc.
- 3. Determine schedule change for upcoming TAC Meetings
 - a. Sometimes TAC meeting occurs AFTER when work meetings occur that could use fresh info from the TAC
 - b. As for now, keeping first Thursday for now. Could change in the future.
 - c. Any meetings must be advertised if a majority is in place. Email discussions can happen in between meetings to address topics that may come up in other FP meetings.

Respectfully submitted,
TAC