

Town Of Warner
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JLMC- Safety Committee Meeting

Draft Minutes

October 12, 2022 (4th Quarter)

8:30 am – Warner Town Hall

Open Meeting:

Safety Committee Members:

Employee Representatives present: Theresa Buskey (WPD), Ed Raymond (Deputy Chief, WFD), Don Hall (Transfer Station). Deb Moody(DPW)

Management Representatives present: Diane Ricciardelli (Town Administrator), **Nancy Ladd (Library)**

Not Present: Janice Loz(Land Use),

1) Meeting minutes 03/23/22: Motion to approved: Diane Ricciardelli 2nd approval: Don Hall, committee approved.

2) **Internet Safety:** Dan Watts went over internet safety.

This is a followup regarding Internet security which was discussed at this morning's Safety Committee meeting.






Updates:

Performing regular Windows and application updates will help to protect computers from hacks. Hacking can be attempted by websites, infected documents, and specially crafted emails. If a computer at a site is infected, it is also possible that the infected computer could attempt to hack other computers and devices that are on the same network.

It is a good practice to regularly check for updates for Windows and applications that are used frequently

Backups:

All Town computers have Carbonite installed. Carbonite will backup user files by default. Files located outside of the user folder might or might not be backed up. If there is data located elsewhere on the drive, users should verify that it is being backed up. Below is a summary of Carbonite indicators. If you right-click on a file or folder, you can select whether to backup or not to backup.

Icon	Backup Status
 Awesome Recipes.docx	Green dot on file: file has been backed up
 Company Video.mp4	Yellow dot on file: file is selected for back up: backup is pending.
 Work Files	Green dot on folder: folder is selected for backup and files within folder are backed up
 Vacation Plans	Green half circle or green donut on folder: folder is selected for back up and selected files within the folder are backed up some of the folder's files or sub-folders have not been selected for backup.
 Music	Yellow dot on folder: files or subfolders within folder have been selected for back up: backup is pending

AntiVirus

All town computers have Sophos antivirus installed.

DNS:

All town sites (except WVWD) are using the MDBR (Malicious Domain Blocking and Reporting) DNS servers. This is available to us at no cost due to our .gov membership with MS-ISAC (Multi-State Information Sharing & Analysis Center). This is a partnership with HSIN (Homeland Security Information Network) and CIS (Center for Internet Security).

I will reach out to WVWD to see about getting them to take part. This will require they get a static IP for the WVWD treatment plant. This will likely mean they will also have to upgrade to fiber Internet.

Gateway/Firewall:

Town sites use either a security gateway or a Sonicwall firewall. Sonicwalls are in use at sites that have VPN connections to State of NH networks: PD, Town Hall (Town Clerk).

SPAM:

The Microsoft servers are much better at filtering than the TDS service was. If necessary, we can add our own filter rules to block or allow domains. We also have the ability to run reports to see if an email was attempted to be delivered or not. These reports are not instant, they can take hours to finish.

If a PC appears to be infected, the best thing to do is press and hold the power button to turn it off. Reboot and see if the problem is gone. If it is still having issues, turn it off and IT Services (me) can look at it. If necessary, the PC can be wiped and reloaded. The backups from Carbonite will then be used to recover data.

3) Incident reports – None to report

4) **Safety Policy** – Safety Policy has been updated. Selectboard approved. The Safety Policy will be available on line. Distribution will be sent to department heads for employee signatures. Once the employee signatures are obtained. They will be turned into Diane.

5) **Fire Extinguisher** – Diane checked with Primex on Fire extinguisher training and they do not offer the training. Fire Department does not have the resources to give the training.

6) **AED** – Grant has been submitted and approved. The remaining town buildings will be getting AED'S. The State will do training on AED's. Ed Mical, Emergency Management, will complete the forms and schedule any necessary training.

7) **Panic Buttons Town Hall** - The panic button were tested and all of the alarms work. They will **be scheduled** throughout the year.

8) **Active Shooter Training** - Mandatory training for Active shooter was scheduled for town employees. Cpl. Adinolfo gave the presentation on how to deal with an active shooter situation. Drills will be scheduled in the future for town buildings

9) **Work Place Safety Concerns – Town Hall** Another Safety topic that was brought up was cameras in the town hall for safety purposes. The JLMC recommends that camera be installed in Town buildings. Fire Department is applying for a grant for cameras in their building.

B) Don Hall brought up a safety concern of an employee picking up trash in the round about. Don is concerned with all of the traffic on Sunday morning that the employee may be hit. Diane will address that safety concern.

Adjournment:

Motion by: Nancy Ladd Seconded by: Diane Ricciardelli , **Motion approved.**

Meeting adjourned: 09:46am

Next meeting: January 18, 2023 @ 8:30am - Warner Town Hall.

Minutes submitted by: Theresa Buskey