BEACON FALLS RISK ASSESSMENT COMMITTEE
REGULAR MEETING
September 22, 2016

CALL TO ORDER

The meeting was called to order at 7:08 pm.

MEMBERS PRESENT: T. Broesler, W Rodorigo, T. Pratt
ALSO PRESENT: R. Pruzinsky, E. Rodriguez, J. Trzaski

MINUTES

1. No Minutes were presented.
2. The Committee invited the attendees to join a discussion of common areas of concern. It was agreed that the following should be addressed first.
   a. Human resources management;
   b. Building security;
   c. Training;
   d. Consistent town wide policies;
   e. Unified Town wide phone system.
3. R. Pruzinsky, E. Rodriguez and J. Trzaski will review overlapping policies and procedures and develop recommended policies and procedures that can be uniformly implemented Town wide. They will report to the Committee.
4. At this time R. Pruzinsky, E. Rodriguez, J. Trzaski, having no further business before the committee left the meeting.
5. W Rodorigo presented the survey for IT prepared by S. Reichardt, out IT consultant. He identified the following items that require attention:
   a. Off-site backup, he has presented a proposal;
   b. Data retention requirements.
      i. Some data on legacy systems must be preserved to satisfy pension requirements. We should explore options to down load this data so we can decommission our oldest server.
      ii. T. Broesler will speak with P. Bartuccca regarding retention of computer records.
   c. T. Broesler will check what data is retained by the Point-n-Pay syatem and where the data is stored.

ADJOURNMENT

There being no further business,T. Broesler made a motion to adjourn the meeting at 8:15PM, secondedby T. Pratt, all ayes, the motion was approved.

Respectfully submitted,

Thomas G. Broesler