Technology & Communications Commission
DRAFT MINUTES
April 5, 2022

Commission Members Present: Peter Hill, Chair
                                             John Binkley Vice Chair
                                             Aaron Nadler
                                             Richard Jackson
                                             Katherine Johnson (Electronic Participation)

Commission Member Absent: Daoud Ahmed

Council Liaison Present: Neil Steinberg

Staff Present: Jakub Jedrzejczak
                    John Callahan

1. Call to Order 7:01PM
   Nadler Motion to allow Katherine Johnson to participate remotely, Jackson 2nd, Motion passes 4-0
2. Establish Quorum
3. Pledge of Allegiance
4. Approval of Minutes
   March 1, 2022. *Jackson Motion to approve. 2nd Binkley, motion passes 5-0*
5. Petitioners – None.
6. Old Business

7. Subcommittee Reports
   Economic Development/Mason Enterprise Center Partnership – None

8. New Business
   Formal Written IT Disaster Recovery and Emergency Management Plan – Discussion
   Mr. Jedrzejczak indicated that through a financial audit the Information Technology Department needed a formal written IT Disaster Recovery and emergency management plan. The Department has acknowledged that this is a requirement and that the Information Technology Department is in the process of hiring a technical writer to assist in writing the plan and our senior system analyst is working with the Director of Emergency Management to analyze the systems and that the plan should be in place by the end of the year.
   Mr. Binkley asked if the Town has an incident response plan or is that part of the Disaster recovery. Mr. Jedrzejczak indicated that the formal plan will include the processes to how the Town will respond to specific incidents.
   Mr. Binkley added that there are certain items that should be included in the plan. Important to have is a clear chain of command with responsibilities is critical to the success. Having the key players of a core team which should include several layers of back up personnel. Establish out of band communications, just in case the normal means of communication is not available. Settle on an incident taxonomy, clearly defined incident and threat scenarios. Most important is a communications plan. Having both an external and

internal Communications Plan. It should include who is talking to citizens, internal staff, County State and federal agencies. This needs to be one voice and tailored to the audience. Mr. Hill indicated the plan needs to get the Town back up to be operational and not what caused the problem. The need is to get back to operational and then do an incident analysis of what and how it happened later.

Mr. Steinberg asked, when we are developing a plan are we looking on the local level or regional issues? Mr. Jedrzejczak responded that the Town is focusing on the Town of Leesburg, but there is a need to include the region in the plan. There are opportunities to collaborate with other jurisdictions in the area to provide backup or share other services with each other. It is a great opportunity for the Town and other jurisdictions in the area to collaborate on Cybersecurity

9. Closed Session – Cyber Security Presentation to Town Council – Presentation

I move for the Leesburg Technology and Communications Commission to go into closed session to discuss the Emergency Communication Center Technology Projects and the Town's Disaster Recovery and Back-up Systems under the provisions of Code of Virginia Section 2.2-3711(A)(19)—Discussion of plans to protect the safety of the Town's Cyber Security Presentation to Town Council. *Jackson Motion to convene in closed session, 2nd Binkley Motion passes 5-0*

Commission convened in closed Session at 7:19 PM

Commission convened in open session at 8:15 PM

In accordance with Section § 2.2-3712 of the Code of Virginia, I move that only public business matters lawfully exempted from open meeting requirements were discussed and only such public business matters that were identified in the motion by which this closed meeting was convened were heard, discussed, or considered in the meeting. (Roll Call Vote)

Nadler- agreed, Binkley – agreed, Chairman Hill – agreed, Jackson – agreed, Johnson – agreed. Vote 5-0

10. Director of Information Technology Comments – Requesting for a section on the agenda for Information Technology Director Comments.

11. Commissioner Comments – None

12. Council Liaison Comments - None

13. Adjourn 8:18PM. *Nadler Motion to adjourn, 2nd Jackson. Motion to adjourn passes 6-0.*

Next Meeting: May 3, 2022