

WEST DEPTFORD TOWNSHIP

RESOLUTION 2020- 97

**RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S TIER ONE REQUIREMENTS**

**WHEREAS**, the Township of West Deptford is a member of the TRICO JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

**WHEREAS**, through its membership in the TRICO JIF, the Township of West Deptford enjoys cyber liability insurance coverage to protect the Township of West Deptford from the potential devastating costs associated with a cyber related claim; and

**WHEREAS**, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

**WHEREAS**, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1 & Tier 2 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Township of West Deptford; and

**WHEREAS**, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Township of West Deptford to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Township of West Deptford's cyber insurance policy, administered through TRICO JIF and the Municipal Excess Liability Joint Insurance Fund;

**NOW, THEREFORE, BE IT RESOLVED**, that the Township of West Deptford does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 1 of the NJ MEL Cyber Risk Management Plan:

- System and data back-up
- Security and system patching
- Defensive software
- Security Awareness Training
- Incident Response Plan; and

**BE IT FURTHER RESOLVED** that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

**ADOPTED** at the meeting of the Township Committee of the Township of West Deptford held on February 5, 2020.

**TOWNSHIP OF WEST DEPTFORD**



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DENICE DICARLO, Mayor

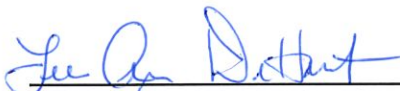
**ATTEST:**



\_\_\_\_\_  
LEE ANN DEHART, Registered Municipal Clerk

**CERTIFICATION**

I, Lee Ann DeHart, Registered Municipal Clerk, of the Township of West Deptford, in the County of Gloucester, do hereby certify that the foregoing Resolution was presented and duly adopted by the Township Committee at a meeting of the Township of West Deptford held on February 5, 2020.



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LEE ANN DEHART, Registered Municipal Clerk



MEL Cyber Insurance Reimbursement Plan  
**Minimum Technological Standards  
 Certification**

Entity Name: West Deptford Township

JIF Name: TRICO Jif

**Tier 1** **Completed**

**Technical Competency**

**Minimum Back-Up Practices**

- 1. Daily incremental backups with at least 14 days of versioning on off-network device for data files ✓
- 2. Weekly off-network full backups of all devices ✓
- 3. All backups are spot-checked monthly ✓
- 4. Data files of third party application providers are part of their backup practice ✓
- 5. Cybersecurity practices are formalized as a policy and implemented ✓

**Patch**

- 1. All operating and application software with latest versions ✓

**Defensive Software**

- 1. All desktops and laptops: antivirus, firewall enabled ✓
- 2. Mail server: anti-spam and anti-virus filters ✓
- 3. Internet connected network servers: firewall on all active ports, unused ports closed, anti-virus, anti-malware ✓
- 4. If applicable, Microsoft Office applications open all downloaded files in "Protected Mode" ✓

**Cyber Hygiene**

**Training**

- 1. All network users receive annual training of at least one hour, spread over two years, in:
  - a. malware identification (email and websites) ✓
  - b. password construction ✓
  - c. identifying security incidents ✓
  - d. social engineering attacks ✓

**Technology Management**

**Incident Response Plan**

- 1. Adopted basic cybersecurity incident response plan ✓
- 2. Adopted basic technology practices policy ✓