



Public Entities Pool Of Ohio

UPDATE

WINTER 2019/20

Cybersecurity Importance

When Robert Tappan Morris developed a worm in 1988, all he wanted to do was figure out how many computers were on the internet. What started as a curiosity instead turned into the world's first cyberattack. The program was simple. He designed it to jump from computer to computer without needing help from anyone. As it wove its way through the internet, it kept track of all the devices it encountered, reporting the final amount back to Morris. The program worked too well, infecting nearly 10 percent of all devices on the internet at its peak, jamming traffic and preventing people from talking to each other.



Since Morris' innocent cyberattack, attacks have drastically grown and are specifically targeting government entities now. Recently, 23 towns in Texas were hit by a "coordinated" ransomware attack that prompted

Governor Greg Abbott to order a "Level 2 Escalated Response," which is one step below the highest level of alert, "Level 1 Emergency." This attack occurred after state and local ransomware attacks happened in New York, Louisiana, Maryland and Florida. It has been estimated that cybercrime could reach nearly \$6 trillion in damages by the year 2021. That is the bad news. The good news is an estimated 70 percent of all cyberattacks could be prevented by having a good cybersecurity plan.

Included here is a general guide to serve as a starting point for public entities to follow, helping reduce risks where hackers exploit vulnerabilities. While no plan can provide complete protection, a thoughtful, strategic plan can help prevent some of the more common cyberattacks.

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The PEP Board of Directors looks forward to continuing to provide its members with the most responsive and easy-to-use risk management program for public entities throughout the State of Ohio!

Every effort has been made to ensure the accuracy of the information in this newsletter. Professional counsel should be sought before any action is taken or decision is made based on this material.

www.pepohio.org

Photo courtesy of Canton City Health Department.

1 KNOWING

What you don't know can hurt you. This is why the first part of protecting your network starts with knowing what is on it.

This is what PEP's IT Risk Control Specialist, Justin Bailey, focuses on during his visits with PEP members:

- Document all of your hardware, software and applications.
- Create a list of all the computers (PCs, laptops, etc.), connected devices (printers, fax machines, etc.) and mobile devices (smartphones, tablets, etc.) that you have on your network. All of these are entry points into your network.
- Document all of the programs that are installed directly on computers and used by everyone.
- Keep a list of all the applications that people use on their computers, tablets and web applications (Dropbox, Google Drive, etc.).



2 ANALYZE

Once you have all of your hardware, software and applications documented, you will want to analyze and examine them for vulnerabilities.

- Locate all unused equipment and completely wipe them. If you plan to use them in the future, store them in a secure location. If not, properly dispose of them. Some attackers scout landfills looking for old hard drives on desktops, laptops, phones and more.
- Go through the list of all of your applications and software. If any of them are no longer being used, they should be thoroughly uninstalled from devices, cloud storage, on-premise storage, servers, etc. If you are still using the applications, make sure they are updated.
- Check for applications and programs that serve multiple storage purposes. When you have multiple applications or programs performing the same task, dedicate just one as your main option and the other as your backup option.
- Create a records management plan for your electronic and paper records that includes documented retention schedules. Review them on an annual basis and securely destroy any outdated records.

**UP TO 70% OF ALL
COULD BE PREVEN
A GOOD CYBERSEC**

3

PRACTICE



Once you have documented all of the hardware, software and applications on your network and removed any old equipment or redundant tools, you will want to lower your cybersecurity risk by putting these practices into place:

- Change your passwords often. If hackers somehow acquire a password, they will only have a limited time to use it before it is changed to a new one. Keep your passwords complex. Use new and different passwords for each account. Do not store them on sticky notes or digital documents. Implement two-factor authentication, where possible.
- Update operating systems, software and firmware (network equipment, cameras, scanners, printers, etc.). Set schedules and reminders for you and staff.
- Update hardware, when possible (newer chipsets are usually less vulnerable). Older hardware often has more information about its vulnerabilities available to hackers. Also, older hardware is not always capable of running updated software, which increases your security vulnerability.
- Install and maintain a full version of endpoint security for all devices with automated virus signature file updates. Do not use free versions of anti-virus software.

4

MANAGE



You also want to manage what is happening behind the scenes. This includes keeping track of new installs, limiting the number of users, preparing a safety net and educating your end users.

- Implement a mandated process for overseeing the installations of new programs and applications. You can do this through software or provide a document that helps guide people. Part of that process should include documenting where each program is installed, especially if you have multiple buildings. This will make it easier to maintain a list of all the hardware, software and applications on your network and make them easier to update later.
- Limit your users. The fewer accounts you have, the fewer opportunities there are for vulnerabilities and attacks. As part of this process, grant administrator access and other rights only to the people who absolutely need them.
- Back everything up. Ideally, all of your data should be backed up to a secondary source that is separate from your primary source. In the event that your main source is compromised, hacked, breached, or even malfunctions, you will have a safety net to help get everything back up and running as quickly as possible.
- Employ a cybersecurity awareness training program. There are multiple platforms designed to help you integrate baseline training and testing using mock attacks, interactive web-based learning, and continuous assessment through simulated phishing, vishing and smishing attacks to build more resilient and secure human firewalls.

This is a general guide to help develop or improve your entity's cybersecurity plan. As a PEP member, you can contact PERSO Risk Control to schedule an on-site visit with PEP's IT Risk Control Specialist, Justin Bailey. Also, PEP offers a free Cyber eRiskHub on the PEP website for policy templates, self-assessments, incident response planning and procedures on how to report a cyber breach claim. In addition, free cyber resources, such as IT Business Continuity and Disaster Recovery Plan Best Practices, Cybersecurity Risk and Response Seminar, and Security Awareness Online Training are available in the Resource eLibrary. Cybersecurity is important, and PEP is here to help.

**CYBERATTACKS
TED BY HAVING
URITY PLAN!**

ATTENTION, PEP MEMBERS! DON'T MISS OUT ON \$1,000 IN PEP+ GRANT FUNDS

Submit Your Application Before the December 31 Deadline!

The PEP+ Grant loss control and risk management initiative is designed to help members reduce or prevent liability claims and property losses by encouraging all PEP members to apply for up to \$1,000 annually in grant money to fund, or partially fund, safety items that will aid in their loss control or risk management efforts.

Program Details

The PEP+ Grant Program is only available to PEP members. All PEP members are encouraged to participate and apply for a grant during the application period of January 1 through December 31, 2019. All members who previously participated are welcomed and encouraged to participate again in 2019. Make sure applications are complete and submitted within the required time frame to be eligible. Each applicant must be a PEP member both at the time of submission and issuance of the grant funds. Approved funds will be issued once PEP membership is verified.

The \$1,000 grant is available for purchases or expenses incurred during the application period. Expenses that qualify for PEP+ Grant funds include safety items in which the primary purpose of the item is the prevention or reduction of liability claims or property losses. Examples of qualified expenses include, but are not limited to:

- Automated External Defibrillators (AED)
- Fire extinguishers
- Personal Protective Equipment (PPE)
- Gas monitors
- Playground surface materials
- ADA ramps to playground areas
- Rubber speed bumps
- Safety vests
- First aid kits
- Barricades
- Surveillance and security systems
- Traffic cones

- Road signs
- Roadside emergency kits
- Tornado warning sirens
- Lighted exit signs
- Tree removal
- Fire department training and employee safety training
- New in 2019, loss control training was added as a qualifying expense

Testimonials from PEP Members

City of Willoughby Hills' Mayor/Safety Director Robert Weger writes in a letter to the PEP Grant Administrator, "Thank you again for approving our 2019 PEP+ Grant Application which was used to provide Fire Department Safety Training. The training consisted of a program for live-fire training with members from other Lake County, Ohio, Fire Departments, with an emphasis on high rise buildings.

"Needless to say, the training is essential to our fire operations and the grant served to meet this community need. We were fortunate to have the local newspaper cover our event and I wanted to send along a copy of the article. Again, thank you for approving the PEP+ Grant application and please take pride in the service it provided for the safety of our community."

The News-Herald titled the article, "Departments Unite. Fire departments train together at Tri-C with the help of a grant received by Willoughby Hills."

Village of Lockington's Mayor Tracy Johnson was so pleased that rubber mulch surrounding her village's park equipment was purchased using PEP+ Grant funds that she shared a photo with PEP.

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MEMBER PROFILE: VILLAGE OF WESTON



In 1833, Ralph Keeler settled in Weston, Ohio, and he was followed by Thomas Taylor in 1834. Later, in 1854, they merged what was called “Keeler’s Prairie” and “Taylortown” to form the Village of Weston. It was first incorporated in 1874.

Located in Wood County in northwest Ohio, the quaint Village of Weston is currently home to approximately 1,600 residents who enjoy a quiet and rural small-town life. There are five churches, two gas stations, a market, car wash, auto body shop, funeral home, library, flower shop, grain elevator, post office and, of course, a pizza place. In addition, a Dollar General is targeted for completion in late 2019. For those who desire more, the Village is conveniently located about eight miles west of Bowling Green.

The Village of Weston offers its residents three parks for relaxation and recreation – Michael Merrill Park, Old Schoolhouse Park and Alumni Park. The parks include two softball diamonds and a new playground, which was made possible through a Wood County Park District Grant.

In addition, the Village of Weston is proud to be served by a capable team of volunteer firefighters and EMS personnel, who are on call 24 hours a day.

Village Clerk Stephanie Monts was asked what she enjoys most about her responsibilities. She replied, “I became an employee with the Village of Weston in March 2017, and enjoy working with organizations, businesses and citizens to help understand the everyday operations of local government, which can help Weston grow.”

The Village has been a loyal PEP member since 2001. Stephanie



explains the reasons the Village maintains its membership are that coverage is provided at a reasonable price, resources and services are easily accessible, the option to apply for the PEP+ Grant and the member support is outstanding. Stephanie continues, “Every PEP representative we have had encounters with were positive experiences. They provide outstanding, timely responses and are very helpful in explaining any and all questions you have about coverage, risk management, claims, etc.”

To other villages in Ohio who might be considering PEP membership, Stephanie offers her perspective, stating, “PEP provides liability and property coverage to public entities at a reasonable price and reacts quickly to changes and enhancements in coverages. Being a PEP



member comes with many benefits such as access to the eLibrary, legal hotline, safety grant, loss control resources and much more. The member support is outstanding, you will never be waiting more than 24 hours for a response and filing a claim is very easy.”

For more information about the Village of Weston, please go to its website at <http://westonohio.org/> or [Facebook.com/villageofweston](https://www.facebook.com/villageofweston).

If your public entity is interested in learning more about PEP, we invite you to visit www.pepohio.org.

REGIONAL EDUCATIONAL WORKSHOP AT FIVE RIVERS METROPARKS

On Thursday, September 12, PEP hosted its second Regional Educational Workshop this year. The Workshop was held at Dayton's Five Rivers MetroParks' Cox Arboretum, in the Fifth Third Conference Center.



help prevent and protect computer systems from theft or damage.

Also, having extensive experience with representing public entities throughout Ohio, Dawn Frick and Jeff Turner, with the law firm of Surdyk, Dowd & Turner, presented on police liability issues under federal law and employment law issues for public employees. Both topics continue to lead headlines, making this keynote address particularly valuable to PEP members. The Workshop concluded with attendees previewing a Mobile Training Center, where participants sampled driver safety modules.



Attendees were provided with an overview of PEP operations and activities, including an update on the financial strength and stability of PEP from its longstanding sales and marketing partners. New coverages for Active Assailant Events and for Faithful Performance of Duty under ORC 3.061 were introduced, and a closer look at the PEP Resource eLibrary offered participants greater detail on PEP's ongoing commitment to strengthen and grow member services as resource utilization expands.

PEP thanks everyone who attended and looks forward to bringing a Regional Educational Workshop to your area in 2020. Email us at peploscontrol@yorkrisk.com if you would like PEP to conduct a Regional Educational Workshop at a location near you!

WELCOME TO THE TEAM



Diana Woolf has joined the PEP Risk Control Team as a Risk Control Specialist. Diana comes to PEP after spending 23 years in the fire service as a firefighter, paramedic and fire safety inspector, specializing in fire and safety. Diana also specializes in Emergency Management and Incident Command Training, having been the team leader for the Portage County Incident Management Team and Zone Coordinator for the Summit County Team. Diana holds certifications as an Ohio Fire Executive, FEMA ICS Instructor and HAZMAT Technician. She is a Water Rescue and Confined Space Specialist and a successful fire department grant writer with experience in policy development. Recently working as a Safety Officer for the University of Akron, College of Polymer Science and Polymer Engineering, Diana was responsible for creating a behavior based safety program for 140 high-risk laboratories. She is excited to join the PEP Risk Control Team and looks forward to meeting PEP members. Please join us in welcoming Diana.



Implementing effective cybersecurity measures is critical. PEP is actively helping members navigate the particularly challenging landscape of cybersecurity by deploying breach incident portal services and resources. Special guest Justin Bailey, PEP's IT Risk Control Specialist, spoke on how to implement a successful cybersecurity approach through multiple layers of protection. Justin shared how cybercrime is a real threat to public entities, identifying available PEP resources to

THE OHIO AUDITOR OF STATE AWARD

The Ohio Auditor of State presents awards to entities that meet specific criteria during their financial audit.

Public Entities Pool of Ohio has received the Ohio Auditor of State Award for excellence in financial reporting in accordance with Generally Accepted Accounting Principles (GAAP) and compliance with applicable laws for the fiscal year ended 2018. The award states that, "The citizens you represent are well-served by your effective and accountable financial practices."

Congratulations, PEP!



PEP+ Grant Funds

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Village of Bellaire's local newspaper, *The Times Leader*, writes: "The Bellaire Police Department has a new tool expected to help its officers stop vehicles involved in high-speed pursuits or other dangerous situations." Two spike strips were purchased at \$500 each using funds from the PEP+ Grant. The newspaper adds, "Bellaire Police Chief Dick Flanagan stated that his department has never had spike strips before but there have been past pursuits where they could have used them." Deputy Auditor Marla Krupnik spearheaded the grant application process. According to *The Times Leader*, "Councilman Jerry Fisher said he was happy Krupnik secured another grant for the department at no cost to the Village of Bellaire."

Previously, Deputy Auditor Krupnik secured a PEP+ Grant that allowed the department to purchase three Halligan bars which are used to pry open doors, break windows and cut seat belts. Flanagan's officers have already used the tool bar to enter the home of an elderly woman who had fallen and been lying on her floor for three days.

How to Apply

The PEP+ Grant Program has a brief one-page application that may be found on the PEP website at www.pepohio.org or by emailing a request for an application to pepgrantprogram@gmail.com.



Village of Bellaire's Police Department purchased spike strips with the PEP+ Grant funds they received. Left to right: Marla Krupnik, Deputy Auditor; Dick Flanagan, Police Chief; and Jerry Fisher, Councilman.



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PEP WELCOMES NEW MEMBERS

PEP's newest members join over 550 Ohio public entities who benefit from PEP's coverage, educational programs and risk management services.

Hocking County Agricultural Society

PEP welcomes Hocking County Agricultural Society to its membership. The Agricultural Society is often referred to as the Hocking County Fair. The Fair is held each year, beginning the first Monday after Labor Day. Features include activities such as Demolition Derby, Moto-Cross, Tractor & Truck Pull and nightly entertainment. PEP was selected due to offering better coverage at a lower cost.



Gallia County Agricultural Society

PEP welcomes the Gallia County Agricultural Society as a new member. The Gallia County Junior Fair is proud to offer every county youth with an opportunity to exhibit his or her talents. The event is the culmination of a year of hard work by the youth, their adult leaders and the Gallia County



Agricultural Society. PEP was selected based on the program's experience with fairs, better coverage and grant opportunities.

Fulton County Agricultural Society

Fulton County Agricultural Society is welcomed as a new PEP member. In addition to offering the 162nd Annual Fulton County Fair,  the fairgrounds are home to other year-round activities such as the Antique Motorcycle Club of America Show & Race, Senior Nutrition Program, St. Jude's Horse Show, Fulton County Kennel Club Dog Show and more. PEP offered the Agricultural Society coverage tailored for fairs at a cost savings.

PEP Members include cities, counties, fire and ambulance districts, villages, health districts, agricultural societies, and parks and recreation districts. Programs and benefits are specifically tailored to meet the unique needs of this group of public entities. To learn more about PEP, we invite you to visit www.pepohio.org.

UPCOMING EVENTS

Ohio Fair Managers Association (OFMA) Annual Conference

January 2-5, 2020
Hyatt Regency Hotel
Columbus, Ohio

For more information:
www.ohiofairs.org

Ohio Parks and Recreation Association (OPRA) Annual Conference & Trade Show

February 2-5, 2020
Kalahari Convention Center
Sandusky, Ohio

For more information:
www.opraonline.org