

Community Room

September 30, 2025

The meeting was called to order at 6:00 p.m. by chairperson Port. Trustee Hare was present. The Board Administrator Melissa Palmer and Fiscal Officer Karen Walder were present.

The following Department Head was present: Fire Chief John Frazier.

The Board Administrator requested that the Board act on three Resolutions to adopt Cybersecurity Policies for the Township. The Cyberpolicy from ADP will cover the Fiscal Office, Admin/Trustees, Road and Zoning. The Board Administrator noted that this Resolution indicates that the enforcement and discipline measures would be addressed by the Russell Board of Trustees, not the County.

The Board Administrator further noted that Police and Fire Departments each submitted their own Cybersecurity policies for their departments based upon the template provided by the OTA.

ADP CYBERSECURITY RESOLUTION: *Mr. Hare made the motion to adopt Resolution 2025-25 Adopting a Cybersecurity Policy for the Russell Township Fiscal Office, Administration/Trustees, Road Department & Zoning Department, effective September 30, 2025, per ORC 9.64. Ms. Port seconded the motion, and it passed.*

FIRE CYBERSECURITY RESOLUTION: *Mr. Hare made the motion to adopt Resolution 2025-26 Adopting a Cybersecurity Policy for the Russell Township Fire Department, effective September 30, 2025, per ORC 9.64. Ms. Port seconded the motion and it passed.*

POLICE CYBERSECURITY RESOLUTION: *Mr. Hare made the motion to adopt Resolution 2025-27 Adopting a Cybersecurity Policy for the Russell Township Police Department, effective September 30, 2025, per ORC 9.64. Ms. Port seconded the motion and it passed.*

CYBERSECURITY ADOPTION: REPORTING REQUIREMENTS: *Mr. Hare made the motion to designate the Board Chairperson as Russell Township's Incident Response Lead/Legislative Authority designee for the cybersecurity reporting requirements identified in ORC 9.64(D); identifying an individual designee does not alleviate ultimate reporting responsibility from the Board of Trustees/Legislative Authority. Ms. Port seconded the motion, and it passed.*

Mr. Mueller joined the meeting at 6:09pm

The Board Administrator summarized the Motions to address the reporting and ransomware requirements of ORC 9.64. Mrs. Walder requested that since Township finances may be impacted, that the Fiscal Officer be included in any reporting. Ms. Port requested that the Board Administrator be included.

CYBERSECURITY ADOPTION: ESCALATION/REPORTING REQUIREMENTS: *Mr. Hare made the motion directing that following each cybersecurity incident or ransomware incident, as defined in ORC 9.64(A)(1) and ORC 9.64(A)(3), proper notifications shall be made by the Legislative Authority designee/Incident Response Lead of Russell Township per the cybersecurity reporting requirements identified in ORC 9.64(D); AND without diminishing the responsibility given to the Legislative Authority, all reporting shall also include the Fiscal Officer and the Board Administrator. Ms. Port seconded the motion, and it*

Community Room

September 30, 2025

passed unanimously.

CYBERSECURITY ADOPTION: INTERNAL REPORTING REQUIREMENTS:

Mr. Hare made the motion directing each employee and IT professional vendor/affiliate to report each cybersecurity incident or ransomware incident, as defined in ORC 9.64(A)(1) and ORC 9.64(A)(3), to the Legislative Authority designee/Incident Response Team Lead); AND without diminishing the responsibility given to the Legislative Authority, all reporting shall also include the Fiscal Officer and the Board Administrator. Mr. Mueller seconded the motion, and it passed unanimously.

CYBERSECURITY ADOPTION: RANSOMWARE PAYMENTS: *Mr. Hare made the motion to prohibit the Board of Trustees from paying or complying with a ransom demand unless the Board of Trustees formally approves the payment or compliance with the ransom demand in a resolution that specifically states why the payment or compliance with the ransom demand is in the best interest of the township, in accordance with ORC 9.64 (B). Ms. Port seconded the motion, and the votes are as follows: Mr. Mueller abstained; Mr. Hare yes; Ms. Port yes, and the motion passed.*

THERE WERE NO COMMENTS FROM THE PUBLIC.

Mrs. Walder noted that since these Policies were effective immediately for the Fire and Police departments, and in order to speed compliance, she recommended that the Board instruct the Fire and Police departments to identify their current compliance with the "OTARMA Top IT Recommendations for 2025" document and report back to the Board in the next 30 days.

The Board Administrator asked the Board to remember that the adoption of these Cybersecurity policies is only the first step and that there is a lot of work ahead, specifically to meet the Training requirements and vendor vetting.

Mr. Hare made the motion to adjourn. Mr. Mueller seconded the motion, and it passed unanimously.

The meeting was adjourned at 6:21 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: Karen Walder