



**Northern Ohio Chapter of InfraGard
Executive Council Meeting Minutes
8/6/04**

Attendees: Mickey Bauer, Dean Fear, Diane Maier, Bradley Rex, and David Strothcamp. Bob Frye and Tom Sample attended the first hour to discuss the September meeting.

Meeting Started 10:09 via conference call.

Review Meeting Minutes:

July meeting minutes were reviewed and approved.

Treasurers Report

Current balance of chapter account is \$19,877.78.

Old Business/Action Items:

- Action Item:** Diane will create a draft of the speaker outline/standard. **(OPEN)**
- Action Item:** Dave will try to get a commitment from DHS by July 31. **(CLOSED)**
- Action Item:** Dave will furnish refreshments for September meeting. **(CLOSED)**
- Action Item:** Dean and Glenn will get substitute speaker(s) for the September meeting if necessary. **(PENDING)**
- Action Item:** Dave will investigate getting free CD's from DISA to pass out at the meeting. **(OPEN)**
- Action Item:** Diane will send out an email to our mailing list to announce extension. **(OPEN)**
- Action Item:** Discuss steps to create IMA at next board meeting. **(OPEN)**
- Action Item:** Brad will setup the forum on Yahoo. **(CLOSED)**

Post Office Box

Dean has opened a new post office box at the Cleveland Main Post Office on Orange Avenue. Brad will be given the extra key. Our new mailing address:

P.O. Box 91011
Cleveland 44101

Action Item: Glenn will change the website to reflect new post office box address.

September Meeting

Dave summarized the Department of Homeland Security readiness campaign. Secretary of Homeland Security, Tom Ridge, has an initiative to educate one-half of the American public on preparedness for either a natural disaster or terrorist attack, by the end of this year. Activities include assembling home emergency kits, learning CPR, and communication plans for family. Each local entity must pull together hospital, public, business and law enforcement to achieve a citizen corp.

DHS has asked InfraGard to act as a liaison between them and the public regarding homeland security. We need at least three activities lined for DHS to visit. Keith Higgins, Director of DHS, would like a venue that would be open to the public, however, depending on the topics discussed, it may be InfraGard members only.

Bob Frye related that under the RMRS grant, a tabletop test that was conducted by the Regional Medical Response System (RMRS), which is an outgrowth of the metropolitan

response system. Titan Organization was hired to create and facilitate the drill that was done in July at the Tri-C Western campus. Hospitals, health and medical emergency personnel from five counties were involved in the test. A report will summarize the test and point out the effectiveness and improvements that are needed.

Bob has offered to go back to his group to see if they will be willing to participate in a panel discussion regarding what took place during the tabletop test. Approximately two (2) hours and twelve representatives from hospitals, health organizations and public sectors would participate.

Possible facilities for the meeting are Tri-C and Cleveland State University so that a student panel would be included. Tom Sample will contact Chief House, to see about the possibility of having a law enforcement representative join the panel as well. Tom and his team have already been working on the civilian first responder initiative.

Brad will see if an FBI and/or Secret Service representative can also join the panel. Brad works at the FBI command center and Scott McCracken may be able to come as well as someone from the Anti-Terrorists Group. The Electronic Task Force will also be asked to send a representative.

Voted Items:

September 23 and 24th for the meeting. **APPROVED**
Buffet lunch after the meeting. **APPROVED**

The InfraGard meeting will be held in the morning of September 24th with the panel discussion following lunch.

A one-hour conference call will be set up for Tuesday, August 17, at 10:00 AM to discuss the progress of the action items. We will also need to finalize the student activity and participation, and which facility will be used.

If we are unable to pull this together, our alternate plan will be to have a technical session with someone from either Certified Only or a representative from E&Y to do a honey pot demonstration.

- Action Item:** Bob Frye will contact RMRS group for commitment to participate.
- Action Item:** Dave will speak with Keith Higgins to reaffirm DHS commitment and to attend the next conference call.
- Action Item:** Brad will explore getting an FBI and/or a Secret Service representative to join the panel.
- Action Item:** Mickey will contact Gary to see progress he has made with details regarding the meeting.
- Action Item:** Dave will coordinate with Brad to invite the Electronic Task force and Secret Service to participate after Mickey speaks with Gary.
- Action Item:** Tom Sample will explore getting a representative from the law enforcement community to join the panel.
- Action Item:** Mickey will setup a conference call for August 17th.

Online Forum

Glenn has offered to have the forum on the nocinfragard.org website versus Yahoo. Brad will still facilitate the forum.

- Action Item:** Brad will contact Glenn to discuss.

IMA Creation/Name Change

Action Item: Mickey will contact Larry Shattuck for more information regarding the name change and what steps we need to take.

Training Committee Update

Gary has asked that the Information Security Summit 2004 flyer be sent to our mailing list.

Action Item: Diane will email the flyer to our InfraGard chapter mailing list.

Next Meeting

The next meeting will be held on **Tuesday, August 17 via conference call** (information to be provided via email.)

Meeting adjourned at 11:19AM.