



TRC Meeting Minutes

Date: November 20, 2014

Time: 10:00 AM

Location: ITSD GRAND CENTRAL, Room 205

Member	Person Representing (print name)
ITSD – Division Manager	Peter Ambs
ITSD – Application Manager	Brian Osterloh
ITSD – Communications Manager	Polo Fierro
ITSD – Infrastructure and Operations Manger	Andre O'Brien
Animal Welfare	Michael Silva
Aviation	N/P Patrick Frias
Cultural Services	Dave Mathews
Cultural Services – Library	N/P John Meier
Environmental Health	Noah Parraz, proxy for Danny Nevarez
Family and Community Services	N/P Eddie Andujo
DFAS – ERP	N/P Dennis Pacheco
DFAS – Purchasing	Cheryl Vigil
DFAS – Risk Management	N/P Alan Gutowski
Fire	N/P Ralph Waddles
Internal Audit (non-voting)	Lew Witz
Municipal Development	Robert Nunez
Parks and Recreation	N/P Tim Martinez
Planning	Darryn Phillips
Police	Rishma Khimji
Senior Affairs	N/P Gary Anderson
Solid Waste Management	N/P Tony Schupp
Transit	Stan Low

WHAT	WHO	TIME	AGENDA
Housekeeping:			Next TRC Meeting is on December 4, 2014
Call to order	Andre		The meeting was called to order at 10:03 am.
Roll call	Ramona		There was a quorum.
Approve of the Agendum:	Andre	1	Motion by Brian Osterloh to amend the Agenda to review and vote on the items listed under 'Policies, Procedures, and Standards' before reviewing the TRC Requests. Second by Dave Mathews. Motion carried unanimously.
Review Minutes from Previous TRC	Andre	1	<p>Last meeting held November 6, 2014. October 2, 2014 Meeting Minutes were not reviewed for approval at the Nov. 6 meeting.</p> <div> TRC 2014-10-02_Minutes.</div> <div> TRC 2014-11-06_Minutes.pdf</div> <p>Motion to approve Minutes for 10/2 and 11/6 Meetings by Brian Osterloh. Second by Dave Mathews. Motion carried unanimously.</p>

Routine Business:		0	
Review and Approval of Policies, Procedures & Standards	All	3	Policies, Procedures & Standards <ul style="list-style-type: none"> • New • Revised: Information Technology Commodities: Under Police Automation Software: Internal Affairs – IA Pro including all modules; Field Training – LEFTA Field Training Software http://mesa.cabq.gov/policy.nsf/afd45bea1bbf393187256c8a006cf29a/475d5f17755e345a87257895007e3073?OpenDocument Motion to start discussion by Brian Osterloh; second by Dave Mathews. Brian Osterloh discussed the items to be considered for inclusion as City Standard commodities. Call to question/ motion to approve items as City Standard by Brian Osterloh. Motion carried unanimously. <ul style="list-style-type: none"> • Retired
Review TRC Request	All	4	<ul style="list-style-type: none"> • <u>Acunetix - Website Application Vulnerability Software (Arthur C. Montoya) - \$4,896.00.</u> Acunetix – Technology Leader in Web Application Security <p>Acunetix has pioneered web application security scanning and has established an engineering lead in website analysis and vulnerability detection with the following innovative features.</p> <p>Acunetix AcuSensor Technology allows accurate scanning with low false positives, by combining black box scanning techniques with feedback from its sensors placed inside the source code</p> <p>Industry’s most advanced and in-depth SQL injection and Cross-Site Scripting (XSS) testing Login Sequence Recorder makes testing web forms and password protected areas easy. Multi-threaded and lightning fast scanner able to crawl hundreds of thousands of pages without interruptions Acunetix DeepScan understands complex web technologies such as SOAP, XML, AJAX and JSON.</p> <p>During the vulnerability assessment conducted in April of 2013, over 12,000 web application vulnerabilities were discovered. Over 580 were classified as high severity. The vulnerabilities included SQL injection vulnerabilities, cross scripting vulnerabilities and, weak or no passwords within web applications.</p> <p>Since this assessment, over 1400 of the vulnerabilities have been reviewed and remediation action has been taken. The Acunetix tool will be used to verify the vulnerabilities discovered have been fixed and current and future web applications are secure prior to being published.</p> <p>Annual maintenance service \$900 Training is web based at no cost.</p> Motion to start discussion by Andre O’Brien; second by

			<p>Brian Osterloh. Paul Chapman reviewed the purchase request item. There was a roundtable discussion amongst the Committee. Call to question/ motion to approve purchase by Peter Ambs. Motion carried unanimously.</p> <ul style="list-style-type: none"> • <u>UPDATED (DOJ REQUIRED) - APD FIELD TRAINING MGMT SOFTWARE (Rishma Khimji) - \$32,200.00.</u> License and implement LEFTA software designed specifically for field training of police recruits. APD has a 12-week, 3-phase Field Training regimen for each cadet. Each cadet is assigned a Field Training Officer (FTO). The FTO completes daily reports and evaluations of the cadet. Both meet weekly with a sergeant coordinator. This process has been paper-based and extremely cumbersome both for records management and workflow. LEFTA software has been piloted and shown to reduce process-related overhead by 20-60 hours/trainee. Feedback sessions with FTOs found none wanted to return to the paper processing and all felt the time savings allowed more meaningful and timely training sessions. <p>The change in price includes required updates in hosting, support and changes/enhancements that are further defined in this quote and SOW. MAINTENANCE, TRAINING, AND OTHER ASSOCIATED COSTS: \$4200/year</p> <p>Item was prior voted as a City Standard commodity. Purchase request approved by Peter Ambs as per TRC policy.</p>
Problems, Warnings, Situational Awareness, Saved Rounds?	All	3	Paul Chapman and Peter Ambs discussed security notices/alerts that are sent by email from DTI (Department of Technology & Innovation) to City department I/T liaisons. They emphasized that these are to be considered primarily for technical staff to manage with discernment.
Total Time		12	Motion to adjourn by Dave Mathews; second by Andre O'Brien. Motion carried unanimously. 10:16 am.