



# BOISE COUNTY

## ORIGINAL BOISE COUNTY COURTHOUSE RESOLUTION #2003-06

### A BOISE COUNTY RESOLUTION ESTABLISHING A POLICY FOR THE USE OF EQUIPMENT AND GIS DATA FOR THE EAST BOISE COUNTY AMBULANCE DISTRICT

**WHEREAS**, Boise County has certain information which it has acquired through internal county records, receipt of certain public records filings, receipt of public records information from federal and/or state agencies, and various other county and/or public sources; and,

**WHEREAS**, Boise County has compiled certain portions of this data in the form of a Mapping Data System that contains information on land and land ownership, parcel identification, streets and highways, county subdivisions, railroads, creeks, rivers, reservoirs, city boundaries, leased property, mobile home locations, tax lot numbers, government lots, property assessment and values, tax code area boundaries, and topographical overlays; and,

**WHEREAS**, the Board of Boise County Commissioners recognizes the importance of making certain non-personal records and information compilations available to the public; and

**WHEREAS**, the Board of Boise County Commissioners has determined that the use of GIS data in the East Boise County Ambulance Units may help locate injured parties living in the developed and undeveloped area of Boise County;

**NOW, THEREFORE, BE IT RESOLVED**, that the Boise County Board of Commissioners hereby declares information in the form of Boise County's Data Mapping System shall be released to the East Boise County Ambulance District;

**FURTHER BE IT RESOLVED**, that the Boise County Board of Commissioners hereby adopt the East Boise County Ambulance Technology and GIS Data Policy attached hereto and made a part of this resolution.

APPROVED AND ADOPTED as a Resolution in open session of the Boise County Board of Commissioners on the 19<sup>th</sup> day of May 2003.

BOISE COUNTY BOARD OF COMMISSIONERS

*Roger B. Jackson*  
\_\_\_\_\_  
Roger B. Jackson, Chairman

*Fred H. Lawson*  
\_\_\_\_\_  
Fred H. Lawson, Commissioner

*Dale Hanson*  
\_\_\_\_\_  
Dale Hanson, Commissioner



Attest:

*Rora A. Canody*  
\_\_\_\_\_  
Rora A. Canody, Clerk to the Board

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# **EAST BOISE COUNTY AMBULANCE TECHNOLOGY AND GIS DATA POLICY**

## **PURPOSE**

The purpose of the East Boise County Ambulance Technology and GIS Data Policy is to provide procedures by which East Boise County Ambulance volunteers and Boise County Employees shall cooperate to obtain and utilize GIS data installed on laptop computers owned by the East Boise County Ambulance District (EBCA) and maintained by Boise County. The EBCA strives to provide services to persons needing medical assistance in a timely manner. The use of GIS data in the ambulance units may help locate injured parties living in the developed and undeveloped areas of Boise County.

The EBCA Technology and GIS Data Policy outlines the security process procedures necessary to protect equipment and ensure the confidentiality of the data provided; as well as the procedures to be taken in the case of unauthorized use of the equipment and data. The Policy also provides procedures for continuing update of data.

## **I. Equipment**

EBCA has obtained laptop computers from grant funds. One laptop will be installed in each ambulance unit (Idaho City, Mores Creek, Placerville and Lowman) with one Administrative Laptop to remain in the Boise County Assessors or Clerks Offices. Each computer will be insured through Boise County standard liability insurance policy. It is the responsibility of the EBCA to ensure that the computers are listed appropriately on the Boise County Inventory list and reported to the Boise County Clerk's office.

### **A. Installation**

1. For security purposes, each computer will be hard wired into the ambulance for power and padlocked onto the placement arm. Three keys per padlock will be issued.
  - a. One key stays with the ambulance unit.
  - b. One key to the President of each Unit.
  - c. One key to the Clerk's Office for safekeeping.

2. The computers are not to be removed from the ambulance units except when GIS Data updating is necessary and on those occasions when the ambulance unit is not housed in a temperature controlled facility.

**B. Hardware**

The EBCA computers are for the sole use of the EBCA for the purpose of using GIS data to aid in the determination of a specific location to respond to a medical emergency. Therefore, all hardware attached to the computers is to remain locked down in order to avoid any damage or loss to the equipment and/or misuse of the computer systems.

**C. Software**

1. Boise County has adopted Resolution #2002-10, Establishing a Procedure for Providing Geographical Information System Data to the Public, attached hereto as Exhibit A. All EBCA volunteers are required to read and understand Resolution #2002-10. Under no circumstances is any GIS data in any form to be released to any persons or organizations without the prior express written approval of the Boise County Board of Commissioners.
2. Set-up of sign-on
  - a. Where as EBCA volunteers sign-on to the computer the computer will automatically open to the GIS mapping software.
  - b. The computers will automatically shut down if not in use after 5 minutes but will auto-save to the last place shown.
  - c. The Boise County Assessors Mapping/GIS Department will install on each computer a security program to prevent the unauthorized release or alteration of data.
  - d. Periodic inspection/review of laptops and data will be performed.

## II. GIS Updates

### **A. Installation**

1. Quarterly updates of GIS data will be available from the Assessor's GIS/Mapping Department of Boise County. Each unit president will be notified when updated data is to be down loaded to the computers.
2. The President of each unit will bring the unit computer to the Assessor's Mapping/GIS Department for the update to be loaded and exchange it with the spare unit, thereby alleviating the loss of a computer at any time.
3. A sign-in/out sheet will be maintained to verify the location of each computer by serial number and update status.

### **B. Unit Data**

1. Each Ambulance Unit will have the ability to add additional information to the Assessor's Mapping/GIS database, specifically in the "comments" section. This area is to inform other EMT's and volunteers of need-to-know information pertaining to a location, patient or circumstances which could affect the care needed for a patient or the precautions necessary to get to a patient. This information should be kept to a bare minimum.
2. It is recommended that a standard list of abbreviations be established for use by each of the units in order to maintain common/cohesive written communication.

## III. Unauthorized Use of GIS/Mapping Data

**A. *Providing, downloading, giving or selling of any data on the laptops, except to each unit, is strictly prohibited.***

### **B. *Misuse Investigation Procedures***

1. When the computer security system or other reliable information indicates the unauthorized use of the equipment or data, an investigation will be conducted in the following manner:

- a. The President of the Unit will be notified and scheduled to meet with the Board of Commissioners to review the initiating and subsequent facts regarding the unauthorized use.
- b. The computer will be held by the Risk Manager until the investigation is complete or switched out with a spare computer. Access may be denied to the offending individuals(s) dependent upon the seriousness of the event.
- c. The Board of Commissioners will determine the next course of action, which may include:
  - 1) Individual Reprimand
  - 2) Suspension of voluntary services
  - 3) Termination of voluntary services

**CHECK IN**

DATE	UPDATE #	LAPTOP SERIAL #	SIGNATURE

**CHECK OUT**

DATE	UPDATE #	LAPTOP SERIAL #	SIGNATURE