

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 P.M. WORK SESSION  
July 27, 2021

City Building  
55 South State Street  
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Kelly Bennett	Police Chief
	John Meek	Emergency Preparedness Manager
	Eric Howes	Community Services Director
	Adam Favero	Public Works Director
	Spencer Brimley	Community Development Director
	Kelli Bybee	Communications Assistant
	Nancy Dean	City Recorder
EXCUSED:	Stuart Williams	City Attorney

Mayor Shepherd called the meeting to order at 6:01 p.m.

EMERGENCY SERVICES UPDATE

John Meek, Emergency Preparedness Manager, reviewed the County wide evacuation plan and three levels of evacuation with corresponding colors and action needed. There was a discussion about how the City could respond and be better prepared for emergency situations.

Mr. Meek explained updates to the County's Pre-Disaster Mitigation Plan were on track and all the information for Clearfield had been submitted. He noted the County hoped to have the Plan completed by October 2021. He mentioned the County was considering having a northern, central, and southern County Emergency Manager to help smaller cities, considering House Bill 96 (HB96) and recent events to help with FEMA application and involvement.

Councilmember Thompson joined the meeting at 6:10 p.m.

JJ Allen, City Manager, stated the police department currently directed the work of the emergency preparedness manager. He indicated it might be time to consider a change since many cities had its emergency manager under the direction of the executive department. He stated it

would be good to be thinking about what should be done since Mr. Meek planned to retire in less than a year. There was a discussion about the timing of moving from a part time to full time position and changing needs of the City which would likely require full time status of an emergency manager.

Councilmember Bush asked if the County had an emergency manager. Mr. Meek responded yes.

Councilmember Phipps acknowledged Clearfield had so much more risk than others between the Freeport Center, I-15, the rail line, and underground fuel lines. He voiced his opinion it should be taken seriously and liked the idea of having the administrative oversight in the executive department.

Councilmember Peterson stated emergency preparedness must be a priority and should be considered as insurance.

Mr. Allen expressed appreciation for the discussion and indicated as staff prepared for the next budget there could be some new recommendations brought to the Council for consideration.

Mr. Meek stated the Emergency Management Preparedness Grant (EMPG) reporting for 2020 was submitted. He noted the application was submitted for the EMPG 2021 funding. He explained it was a possibility to receive more money in 2021 because of available monies due to COVID but the funding would return to lower levels the next year. He reported one of the changes to qualify for the grant was that the emergency manager must have completed FEMA's basic emergency manager academy or the professional development series. He mentioned he had completed both, but it was something to be aware of should the City have a need for a new emergency manager in the future.

Mr. Meek highlighted the following things he had been working on recently:

- Completed the Advanced Emergency Management Academy (AEMA).
- His paper was selected by peers to be read at the graduation of the AEMA.
- Received Utah Certified Emergency Manager (CEM) certificate.
- Working on obtaining his International CEM certificate.
- The City's AM radio was repaired and working.
- Reviewed the Emergency Operations Plan (EOP) and made some minor updates.
- Incident action plans for the 4<sup>th</sup> of July and Car Show.
- After action report for COVID, windstorm and earthquake.
- Coordinated with Layton City regarding CERT classes and having Clearfield residents attend.
- Completed a training in March of the Emergency Operations Center (EOC) activation for mock earthquake.
- Possible locations for cooling centers if needed.

Mr. Meek stated the County was making traction with emergency preparedness and the City was well known for its participation in trainings.

Councilmember Peterson wondered what kind of trainings were available for elected officials. Mr. Meek responded there was a recognized need for that type of training but there was not a whole lot for elected officials specifically. He stated there were many generalized classes that could be taken such as how communities could be resilient in different situations. He indicated many classes were available and he could send a list to the Council for review and then schedule any desired trainings.

Councilmember Bush asked other than CERT if there was anything for business owners or the general public to receive training. Mr. Meek responded there were some trainings through FEMA for business owners but other than that there were links to the City's handbook and the State's website on the City's website. He mentioned a full-time person could do more outreach.

Councilmember Phipps stated it was important for elected officials to know the process and have details to reassure the public things were in motion while making sure a unified message was shared. Mr. Meek agreed and explained the process of information dissemination. Mr. Allen explained that principle was applicable not just in emergencies. He acknowledged the messages to the public needed to be singular and consistent as stated by the comment to "echo the same message."

Councilmember Bush asked what the City's coordination efforts had been in working with schools and churches that would likely be used for shelters in emergency situations. Mr. Meek explained the Davis School District had an emergency manager and each school had an emergency operations plan. He stated he had been working with the local schools to review each of their plans. He stated there were many faith-based groups and the Red Cross which would aid in emergency situations to provide shelter, beds, and others to help with food etc. He indicated there was a plan in place and there were many resources which would be coordinated and were already well organized.

Councilmember Phipps recognized the City was geographically diverse and felt it was important to keep in mind some situations might impact the entire City while others could impact only some areas. Mr. Meek responded the City needed to prepare for each type of scenario and identify its partners and resources for each circumstance. He explained emergency managers were working on developing those partnerships and networking before any emergency happened.

Councilmember Thompson asked if there was someone who scanned twitter or other social media outlets during an emergency to see if any information could be extrapolated for emergency purposes. Mr. Meek responded the City's communication manager was assigned to do that; however, if elected officials were getting information during the emergency, it would be important to have it brought to the EOC and have it addressed with the City's public information officer to help in providing the public the best unified message.

Mr. Allen stated training was available. There was a discussion about training and how helpful it could be for elected officials. Mr. Meek thanked the Mayor and Council for their time and invited them to reach out if there were any specific things that could be addressed during the next preparedness update.

## UPDATE ON CITY'S SECURITY BREACH

Mayor Shepherd explained the agenda had included the ability for the Council to have a closed session discussion; however, he did not feel it would be necessary. He indicated if the Council wanted to close the meeting as the discussion progressed it was an option.

Summer Palmer updated the Council on the progress with addressing the security breach. She thanked the Council for its support. She acknowledged being continually impressed with the teamwork and the capacity for problem solving of staff throughout the organization. She noted staff stepped up and prepared for the worst but worked for solutions. She indicated other agencies reached out to offer IT help and support, if needed.

Ms. Palmer continued the IT staff had been able to bring the backup server up after it was cleared of contamination which restored about 99 percent of the City's data. She reported staff then began to restore its systems and servers. She explained since then IT had worked diligently to rebuild all of its programs.

Ms. Palmer acknowledged the media got word of the security breach before the City had finished its negotiations; consequently, JJ Allen, City Manager, was able to meet with various news agencies to provide details about the attack. She thanked Mayor Shepherd for the letter he drafted to go to the residents through the City's social media channels. She felt the comments from the City's community networks had responded favorably.

Ms. Palmer explained there was one server that housed all the attachments for Spillman such as witness statements, photos, etc. that had been unrecoverable. She stated staff did not think those would be recovered but learned yesterday that all the attachments in Spillman before 2018 were on another server and were recovered; therefore, the files that had not been recovered were only those since 2018. Kelly Bennett, Police Chief, stated the lost files would impact the case's prosecution; however, any of the cases being prosecuted by the County should be okay because the County would have been sent those files previously.

Ms. Palmer indicated with the latest information staff believed there was almost a full recovery of data. She explained there was still a lot of work to do and there would be small things and bumps for a bit while things moved forward.

She explained the City was working with a contractor through its insurance company for its communication with the threat actor. Ms. Palmer mentioned the threat actor had shared some of the secured information it had accessed from the network to scare the City into making payment. She acknowledged most of the information was public record, but the information was being assessed and analyzed. She indicated staff planned to continue negotiations with the threat actor long enough for the legal team to analyze the data and determine what noticing would need to be provided and to whom.

Ms. Palmer stated the City was not planning to pay the ransom. She reported the threat actors were getting more aggressive and had even made contact with Mayor Shepherd at home by spoofing a City phone number. She advised the Council they could be contacted. There was a

discussion about the negotiation strategies of the City with the threat actor. Ms. Palmer explained the negotiation was still underway and there was not any reason to believe any of the data had been compromised yet. She noted the City's VPN was believed to be the source used to access the data.

Councilmember Peterson expressed her concern with discussing strategies and the security threat outside of a closed session. Ms. Palmer expressed her opinion the negotiations would be coming to an end quickly and the information discussed would be used to help educate and protect others from similar attacks.

Councilmember Peterson requested if there were any additional updates regarding the security breach they should be provided to the Council during a closed session.

Councilmember Phipps suggested it would be good to do something for the insurance company. Councilmember Peterson added or at least IT staff. Ms. Palmer stated the entire organization would be rewarded with an extra paid lunch provided by a food truck.

Councilmember Phipps stated it was good to have staff and a team of experts working to resolve the issues so promptly. He appreciated the efforts, quick responses, and expertise exercised over the past two weeks.

**Councilmember Peterson moved to adjourn the work session and reconvene in policy session at 7:06 p.m., seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.**

**APPROVED AND ADOPTED  
This 26<sup>th</sup> day of April, 2022**

**/s/Mark R. Shepherd, Mayor**

**ATTEST:**

**/s/Nancy R. Dean, City Recorder**

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, July 27, 2021.

**/s/Nancy R. Dean, City Recorder**