

RECOVERY TASK FORCE MEETING MINUTES

April 2, 2025 – 8:30 AM

Commission Chambers

PRESENT: Frances Robustelli, City Manager
Luke Curtis, Building Official
David Hubbard, Planning Board Chair
Dan Rothenberger, Beach Stewardship Committee Chair
Bill Loughery, Historic Preservation Board Chair
Lisa Reich, Coastal Wildlife Advocacy Group – Via Teams

ABSENT: Herminio Afanador, Corey Ave Business Owner

STAFF PRESENT: Adam Poirrier, Interim Assistant City Manager; Camden Mills, Public Services Director; Laura Canary, Community Development Director; Ariana Wilson-Romo, Admin. Assistant Clerk's Office; Kathleen Murray, Management Analyst - City Manager's Office; Gil Martinez, Senior Planner

City Manager Robustelli called the meeting to order at 8:33 AM.

1. Presentation of Overall Internal and External SWOT Analysis

Assistant City Manager Poirrier reviewed a presentation which included strengths, weaknesses, opportunities, and threats from a staff and community perspective. The presentation is made part of the record.

Strengths:

- Community Spirit and Team Work
- Rapid Arrival of State Emergency Response Team (SERT)

Weaknesses:

- Confusion and Limited Communication within EOC & Social Media
- Insufficient, Vulnerable Equipment

Opportunities:

- Significant Damage/Significant Improvement Prior to Event
- Raise or Relocate Equipment
- Improve Partnerships and Funding Opportunities

Threats:

- Destructions of dunes and those that live there
- Stormwater System Maintenance
- Bad Data for Damage Evaluation

2. Staff Recommendations for Post Storm Process Improvements

Assistant City Manager Poirrier reviewed recommendations from staff:

- Streamline Procurement and Resource Management
 - Expand contracts and agreements for quick access to food service, remediations, damage assessments etc.
- Improve Communications System
 - Strengthen ties with external partners
- Enhancing Staffing and Support Systems

- Manage gaps and prevent burnout
- Refine Disaster Plans
 - Update comprehensive Management Plan, Emergency Operations plan, EOC organizational chart etc.

Building Official, Luke Curtis, reviewed the Substantial Damage Administrative Procedures Plan (SDAP) which is as follows:

- Pre-disaster Planning
 - Communicating essential requirements and expectations
 - Establishing Standard Operating Procedures
 - Identify staffing needs
- Post Disaster: Immediate Coordination
 - Identifying Substantial Damage
 - Assessing specific staffing requirements and assigning personnel
 - Gathering required materials
- Post-Disaster: Damage Assessments and Determinations
 - Conducting initial damage assessments and submitting to relevant authorities
 - Forerunner Substantial Damage Estimator
 - Notifying property owners regarding damage assessments
- Post-Disaster: Reintegration and Recovery
 - Managing appeals related to SD assessments
 - Accepting and processing permit applications
 - Recovery resources-funding opportunities
 - Documenting the processes for evaluations

Public Services Director, Camden Mills emphasized the importance of investing in infrastructure. He reviewed some additional recommendations from staff which included:

- Investing in mitigation measures to protect critical facilities
- Continuing resiliency planning
- Multiple active funding requests at the County State and Federal levels
- Plans to raise seawalls

A brief Q&A session followed. Member Reich would like to see more of a coordination effort from the city. She suggested a volunteer task force, that could support the community by assisting with pet recovery, conducting wellness checks on homes and residents, and providing general support. She suggested mimicking the volunteer program that has assisted with permits.

Assistant City Manager Poirrier will collaborate with City Manager Robustelli to develop a summary and corresponding action plans for presentation to the City Commission. The report will highlight key accomplishments to date and outline planned initiatives moving forward.

City Manager Robustelli will invite the Recovery Task Force Members when this item gets placed on an upcoming agenda.

There are no additional meetings scheduled at this time.

The meeting was adjourned at 9:28 AM.