

TOWN OF SEABROOK ISLAND

Public Safety Committee
Regular Meeting
01/18/2022 – 10:00 AM



Virtual Meeting (Zoom)
[Watch Live Stream \(YouTube\)](#)

Participate in the Meeting: Individuals who wish to participate in the meeting via Zoom may access the meeting as follows:

- [Instructions for Joining & Participating in the Virtual Meeting](#)
- **To join by computer, tablet or mobile device:**
<https://us02web.zoom.us/j/86258222102?pwd=VnlSdTVtTjZoQlF5SHNpTDlRNjZqZz09>
- **To join by phone:** Call (646) 558-8656 *Please note that long distance rates may apply*
- **Meeting ID:** 862 5822 2102 **Passcode:** 420210

AGENDA

CALL TO ORDER

ELECTION OF OFFICERS

1. Election of Vice Chair
2. Election of Secretary

APPROVAL OF MINUTES

1. Regular Meeting: 10/11/2021

OLD BUSINESS ITEMS

1. Action Items from last scenario

NEW BUSINESS ITEMS

1. Next exercise, date(s), scenario

ITEMS FOR INFORMATION / DISCUSSION

1. Additional meeting topics for 2022
2. Committee member concerns or unscheduled items

ADJOURN

Town of Seabrook Island
Public Safety Committee
Meeting Minutes
October 11, 2021

The Public Safety Committee (PSC) met Monday, October 11, 2021, and was called to order shortly after 10:00 AM via videoconference. Attending the meeting were Chair Councilman Goldstein. Committee members attending included Frank Farfone, Ed Maher, and Elizabeth Murphy. Town Administrator Joe Cronin and Town Consultant Scott Cave also attended. The agenda for the meeting is attached.

Mr. Cronin confirmed that notice of the meeting had been posted and other requirements of the South Carolina Freedom of Information Act were satisfied so far as he knew.

1. It was noted that no PSC meeting was held on September 13, 2021, due to lack of a quorum.
2. Approval of minutes from August 9, 2021, meeting.
3. First review of TOSI Disaster Recovery Council Hurricane Exercise

The Town received an After-Action Report for the DRC Hurricane Exercise developed by the Town's Consultant Scott Cave. The PSC did a first review of the report. The report contained 17 items that were noted as "Hurricane Exercise Improvement Plan". Items 1 through 4 and 8, 13 & 14 were reviewed. They were:

1. Resident Communications
2. Satellite Phones
3. RV Command Center
4. Hotel Reservations
8. Town Official "Back-ups"
13. Professional Communications
14. Election Options

The PSC made comments regarding the above items and the item was assigned for follow-up.

The remaining items (5, 6, 7, 9, 10, 11, 12, 15, 16 & 17) the committee considered more appropriate that other DRC members be involved in the response. Specifically, many of the response involved SIPOA and required their input.

The PSC determine that a full meeting of the DRC would be useful to address many of the items.

4. Town Administrator

No items brought forward.

Next meeting: Regular Meeting November 8, 2021, at 10 am

Meeting Adjourned

The meeting was adjourned shortly before 11:30 am

**Town of Seabrook Island
Disaster Recovery Council
Hurricane Exercise
July 23, 2021**

After Action Report

Purpose

The Town of Seabrook Island implemented a Comprehensive Emergency Plan (Plan) in 2009 and has completed seventeen exercises of this plan since 2010. This hurricane exercise was the second exercise of the Plan since the COVID-19 pandemic began in 2020, and the first exercise to include a hurricane scenario. The exercise built upon previous exercises as continuous improvement of the plan for a hurricane scenario.

Scope

The exercise session was directed to the members of the Town's Disaster Recovery Council (DRC). The Town's Comprehensive Emergency Plan served as the primary document for this session, but other entity plan documents were used to coordinate activities with the Town's Plan. The exercise was based on a hurricane scenario that occurs during a pandemic, and was delivered virtually.

Objectives

The following objectives were established for this exercise:

1. Town's Hurricane Plan – identify any gaps or clarification required to the plan.
2. Short-term Recovery – discuss the issues and strategies associated with extensive damage to the Town, creating unlivable conditions for weeks, following a major hurricane.
3. Coordination – discuss the coordination of resources and communications between the Town and DRC entities following a major hurricane.
4. Long-term Recovery – discuss the issues and strategies associated with the long-term economic recovery of the Town following a major hurricane.

Participants

There were 23 participants in the exercise, including the following individuals and organizations.

- Town of Seabrook Island
 - John Gregg, Mayor
 - Jeri Finke, Mayor Pro Tem
 - Barry Goldstein, Town Council and Public Safety Committee Chair
 - Pat Fox, Town Council
 - Joe Cronin, Town Administrator
 - Ed Maher, Public Safety Committee Member
 - Art Jones, Public Safety Committee Member
 - Liz Murphy, Public Safety Committee Member
 - Frank Farfone, Public Safety Committee Member

- Seabrook Island Utility Commission
 - Tommy West, Utility Manager
- Seabrook Island POA
 - Ray Hoover, President
 - John Kinne, Vice President
 - Patrick Stegall, Security Manager
- Seabrook Council of Villa Associations and Regimes (COVAR)
 - Joanne Fagan, President
- Seabrook Island Club
 - Doris Reinhart, President
 - Joe Pontuti, General Manager
 - John Wilcox, Director of Engineering
- St Christopher Camp and Conference Center
 - Steven Zack, Director of Facilities
- Seabrook CERT Team
 - Steve Montagu-Pollock, Team Leader
- Bohicket Marina and Market
 - Beau Anderson, Marina Manager
- St Johns Fire Department
 - Debra Lehman, Commissioner
- Charleston County EMS
 - Charles Millican, Deputy Chief
 - Jim Ciali, Assistant Chief

Session Facilitation

Scott Cave facilitated the training and exercise sessions. All participants were requested to document their own questions, issues, and comments during the sessions. This report contains a summary of the action items that resulted from the training and exercise sessions. The following assumptions were used during the sessions:

- The exercise will be conducted in an open, low-stress, and no-fault environment. As such, varying viewpoints, and even disagreements, are expected. However, all discussion should remain professional with the purpose of improving the overall preparedness of the Seabrook community.
- Participants will not have time to resolve every discussion or issue that arises during the exercise. The facilitator will note issues for future discussion and resolution, and participants will follow the facilitator's instructions when to end discussion on a certain topic or issue.
- The exercise scenario will be fictional, and certain artificial elements will be presented to the participants throughout the exercise. The participants will follow the exercise scenarios for the purpose of achieving the exercise objectives, and will not challenge the facilitator or scenarios.
- The exercise will be designed to train, guide, and in some cases, challenge the participants in their level of knowledge and practice of their respective roles and responsibilities. There will be no trick questions or hidden agendas. The participants should never be frustrated or confused during the exercise, and are responsible for informing the facilitator if they become lost or disconnected from the exercise activities.

Schedule

The exercise modules followed discussion-based tabletop formats to address the capabilities identified in the objectives listed on page 1. The entire exercise was conducted virtually through a Zoom meeting.

<i>Module</i>	<i>Activity</i>	<i>Time</i>
Exercise Overview	Review exercise objectives, assumptions, and rules	15 minutes 9:00 – 9:15
Weeks 1 – 2 Post-Landfall	Discussion of the initial issues, priorities, communications, and coordination between entities following a major hurricane	90 minutes 9:15 – 10:45
Break	Short break for all participants	10:45 – 11:00
Weeks 3 – 4 Post-Landfall	Discussion of the ongoing issues, priorities, communications, and coordination between entities as the Town begins to reopen	60 minutes 11:00 – 12:00
Break	Short break for all participants	12:00 – 12:15
Months 3 – 12 Post- Landfall	Discussion of the long-term issues, priorities, communications, and coordination between entities throughout the recovery process	75 minutes 12:15 – 1:30
Hot Wash	Debrief exercise results and lessons learned	30 minutes 1:30 – 2:00

Results

The exercise session was effective in addressing each of the objectives. This was the second exercise conducted virtually using the Town’s web conferencing account, and the virtual breakout room capability was very helpful again in facilitating the exercise with a large group of remote participants.

The four objectives of the exercise were achieved, as discussed below following each objective:

1. Identify any gaps or clarification to the Town’s Hurricane Plan.
 - a. The breakout session instructions requested participants to review and discuss the Hurricane Plan, resulting in several action items within the Improvement Plan.
2. Discuss the issues and strategies associated with extensive damage to the Town, creating unlivable conditions for weeks, following a major hurricane.
 - a. This exercise used a worst-case hurricane scenario with extensive damage and long-lasting impacts. The resulting discussions in the three breakout groups yielded a number of new issues and recommendations to improve Seabrook’s preparedness for these potential conditions, and are documented in the Improvement Plan.
3. Discuss the coordination of resources and communications between the Town and DRC entities following a major hurricane.
 - a. One breakout group was focused on communications, addressing many topics relating to this objective, and resulting in several action items within the Improvement Plan. Resource coordination was discussed within the operations breakout group, resulting in corresponding action items within the Improvement Plan.
4. Discuss the issues and strategies associated with the long-term economic recovery of the Town following a major hurricane.
 - a. One of the exercise scenarios focused on the long-term economic and other recovery issues, resulting in several action items identified within the Improvement Plan.

Evaluation

Due to issues with the online survey tool to collect evaluation responses from participants, an evaluation was not completed for this exercise. Feedback from the participants during the Hot Wash debriefing module of the exercise indicated overall positive experiences by the participants.

Improvement Plan

The Improvement Plan listed on the following pages details the issues and gaps identified during the training and exercise sessions, the corresponding action item(s) to address each issue, the assignee and target date to complete each action item, and a status of the action item. These last three columns should be completed by the Town upon review of this report with the members of the Disaster Recovery Council. The issues are not prioritized but rather are listed in order of identification during the sessions.

Hurricane Exercise Improvement Plan

<i>Issue</i>	<i>Action Item</i>	<i>Assignee</i>	<i>Target Date</i>	<i>Status</i>
1. Resident Communications	Consider adding daily (or other frequency) Zoom calls with residents to display pictures of video of damage assessment and progress.	Barry	12/31/21	
2. Satellite Phones	Consider a pre-landfall task to rent satellite phones for Team 1 to communicate to Team 2 and others off-island, or verify if available under Phillips and Jordan contract.	Joe	12/31/21	Investigate reactivating current phones when needed
3. RV Command Center	Consider a pre-landfall task to rent an RV for Town Officials to work from if Town Hall is damaged, or verify if available under Phillips and Jordan contract.	Joe	12/31/21	Talk to P&J about timeline for a mobile office
4. Hotel Reservations	Review/update the best options for local hotels after the storm so Team 1 can choose from a pre-defined list of options based on storm forecast.	Barry	12/31/21	Delegate to Resources or Logistics Official and expand list
5. Debris Coordination	Conduct a review session with the Town and SIPOA to review MOUs and discuss the decision-making and coordination process for debris clearing and removal.			Pending discussion with DRC
6. People Logistics	Develop logistics process for managing large number of contractors coming to Town, and to keep track of people entering and leaving Town each day.	Joe	12/31/21	Write up process for signage and checkpoint for contractors. Discuss other issues w/DRC.

<i>Issue</i>	<i>Action Item</i>	<i>Assignee</i>	<i>Target Date</i>	<i>Status</i>
7. Security	Schedule and hold meetings with Charleston County Sheriff's Office to review current process for law enforcement on Seabrook following a major hurricane.			Pending discussion with DRC
8. Town Official Back-ups	Identify potential back-ups for Town Officials to allow rest and relief during long-term disasters.	Joe	12/31/21	Outline a staffing plan to maintain operations (number of staff and who can assist)
9. Temporary Housing	Consider designating a temporary housing area for RVs, etc. and develop policies to allow temporary housing during rebuilds.			Pending discussion with DRC
10. Debris Disposition	Determine if debris mulch can be spread on SIPOA greenways			Pending discussion with DRC
11. Abandoned Properties	Develop process for dealing with abandoned properties.	SIPOA and Town		Pending discussion with DRC
12. COVAR Rebuild	Develop strategy to deal with rebuilds of COVAR properties that currently could not comply with setbacks, easements, etc.			Pending discussion with DRC
13. Professional Communications	Consider adding a task to the recovery plan to engage a PR firm to assist with communications following a major disaster, and determine who will pay for it.	Barry	12/31/21	Ask Pat Fox if she can identify firms
14. Election options	Determine options to hold or postpone an election due to damaged structures that normally act as polling locations.	Joe	12/31/21	Email County Elections for answers to questions
15. SJFD Staging and Communications	Determine where equipment will be located before a major hurricane, and how SJFD and the Town will maintain communications if no phone, internet, etc.			Pending discussion with DRC
16. Seabrook Redevelopment Plan	Consider working together to develop a redevelopment plan following a major disaster that allows for changes to stormwater mitigation, utilities, etc.			Pending discussion with DRC

<i>Issue</i>	<i>Action Item</i>	<i>Assignee</i>	<i>Target Date</i>	<i>Status</i>
17. Financial Analysis	Consider an internal financial analysis for each entity to address rebuild and redevelopment required after major disaster.			Pending discussion with DRC

Plan Updates

Hazard Mitigation Plan

- Consider adding the following mitigation initiatives following a major hurricane:
- Should electrical utility equipment be elevated or put in waterproof containers, or some other reinforcement?
- Drainage issues can be improved?
- Work with Clemson to determine how to replant?
- Bike paths added
- Natural gas instead of propane

Appendix 11

- Add Tidelines contact information

Appendix 16

- Add Marina's generator to resource list (will power fuel pumps during electrical outages)

Participant Notes

Each participant is encouraged to review their notes and create a list of action items relevant to their position and/or organization.

Recommendations

As a result of this exercise the Town should undertake the following actions to address and incorporate the issues, questions, and lessons learned during the exercise. The actions below are listed in chronological order.

1. *Town Council and Public Safety Committee* – Review this report in detail, paying particular attention to the Improvement Plan. Complete the Improvement Plan with assignees and dates.
2. *All Participants* – Review your notes from the sessions and take the necessary actions to address items raised within notes.
3. *Disaster Recovery Council* – Review the Improvement Plan and confirm the appropriate assignee and target completion date for each item.
4. *Public Safety Official* – Schedule a meeting of the Disaster Recovery Council to review this report and the Improvement Plan. Track progress monthly of the Improvement Plan action items.
5. *Town Administrator and Public Safety Official* – Update the Town's Comprehensive Emergency Plan with the results of the Improvement Plan in step #4 above. Distribute CEP updates.

6. *Public Safety Official or Town Consultant* – Provide monthly email updates to all Disaster Recovery Council members with the list of outstanding action items on the Improvement Plan, and request expected completion date and progress on each item.
7. *Public Safety Official* – Continue regular meetings of Public Safety Committee and Disaster Recovery Council for ongoing Plan review and discussion/resolution of outstanding issues. Determine schedule for next training and exercise sessions.