

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Committees/Boards/Commissions/Examiners	CODE NUMBER: AC-2-23
TITLE: Disaster Advisory Council	ADOPTED: 04/02/2024
	AMENDED:
	ORIGINATING DEPARTMENT: Public Safety

Purpose/Scope:

To define the purpose, scope, term, and composition of the Disaster Advisory Council.

Policy:

The Disaster Advisory Council is established to provide pre-disaster planning assistance and guidance, and post-disaster recommendations to support rapid recovery and resiliency.

Section I: Purpose

The purpose is to advise the Board of County Commissioners and the Department of Public Safety on considerations for a variety of emergency management preparedness and recovery efforts. This includes:

1. Identifying opportunities to mitigate future loss of life and property damage through the management of recovery and reconstruction.
2. Establishing special committees and subcommittees within the Disaster Advisory Council to address specific issues arising during the disaster recovery process.
3. Advising the County on relevant recovery and reconstruction issues.
4. Making recommendations for participation in federal and state post-disaster hazard mitigation planning.
5. Provide input on the County's major emergency planning documents, including:
 - a. Lee County Joint Local Mitigation Strategy (LMS)
 - b. Lee County Hazard Identification and Risk Assessment (HIRA)
 - c. Lee County Comprehensive Emergency Management Plan (CEMP)
 - d. Lee County Cost Recovery Plan
 - e. Lee County Disaster Recovery Plan
 - f. Lee County HMGP Project Prioritization List
6. Monitoring and reporting on the recovery process following a disaster, including recommendations on modifications to plans, Ordinances, or Codes to improve future response and recovery.

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Section II: Governing Rules

The Disaster Advisory Council will be a standing Advisory Committee. Except as otherwise provided herein, all meetings of the Disaster Advisory Council will be governed by Robert's Rules of Order and AC 2-3. All members must file Form 1 financial disclosure.

Section III: Membership and Officers

The Disaster Advisory Council will consist of the following officials:

1. The County Manager or Designee
2. The County Public Safety Director
3. A representative from Emergency Management
4. A representative from the County Attorney's Office
5. Two County Department Directors or designees
6. A Fire Chief, nominated by the Lee County Fire Chiefs' Association
7. A representative from the Lee County Sheriff's Office
8. A representative from a local institution of higher education
9. A representative from the School District of Lee County
10. A representative from each electric utility provider in the county
11. A representative from each water utility provider in the county
12. A representative appointed by the Southwest Florida Health Care Coalition
13. A representative appointed by each member of the Board of County Commissioners
14. A representative from each municipality, as appointed by each governing body

The County Manager (or designee) will serve as the Chair of the Disaster Advisory Committee. County Public Safety and Emergency Management personnel will serve as staff for the Disaster Advisory Council.

Section IV: Term

Each member of the Disaster Advisory Council shall serve a two-year term. Any members of the pre-existing Disaster Advisory Council whom the Board of County Commissioners appointed shall serve out their existing term.

For vacant seats, one-half of the Disaster Advisory Council will be appointed for one year and one half will be appointed for two years commencing with the anniversary month. All appointments after the Disaster Advisory Council has functioned for one year shall be for the full two-year term.