

5 PLAN MAINTENANCE PROCESS

This chapter provides an overview of the overall strategy for plan maintenance and outlines the method and schedule for monitoring, updating, and evaluating the plan. The chapter also discusses incorporating the plan into existing planning mechanisms and how to address continued public involvement.

5.1 Monitoring, Evaluating, and Updating the Plan

44 CFR Requirement 201.6(c)(4): The plan maintenance process shall include a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

5.1.1 Hazard Mitigation Planning Committee (HMPC)

With adoption of this plan, the HMPC will be tasked with plan monitoring, evaluation, and maintenance. The participating jurisdictions and agencies, led by the Jackson County Emergency Management Coordinator, agree to:

- Post the plan on the Jackson County Emergency Management website for the public to read and provide feedback. Collect feedback and review and note for future update of the plan or address as necessary.
- Meet following any major storms or natural disasters to review the Hazard Mitigation Plan and will seek to gather concerns and new ideas for mitigation from residents to include in the next update of the plan. This may be done through public meetings, outreach via social media or news releases via local media.
- Act as a forum for hazard mitigation issues.
- Disseminate hazard mitigation ideas and activities to all participants.
- Pursue the implementation of high priority, low- or no-cost recommended actions.
- Maintain vigilant monitoring of multi-objective, cost-share, and other funding opportunities to help the community implement the plan's recommended actions for which no current funding exists.
- Monitor and assist in implementation and update of this plan.
- Keep the concept of mitigation in the forefront of community decision making by identifying plan recommendations when other community goals, plans, and activities overlap, influence, or directly affect increased community vulnerability to disasters.
- Report on plan progress and recommended changes to the Jackson County Board of Supervisors and governing bodies of participating jurisdictions.
- Each community participating in plan will be responsible to keep their local government, schools and community members updated and engaged in the implementation of their respective mitigation actions outlined in Chapter 4.
- Jurisdictions will use numerous means of public outreach to inform and solicit input from the public stakeholders.

The HMPC is an advisory body and can only make recommendations to county, city, town, or district elected officials. Its primary duty is to see the plan successfully carried out and to report to the community governing boards and the public on the status of plan implementation and

mitigation opportunities. Other duties include reviewing and promoting mitigation proposals, hearing stakeholder concerns about hazard mitigation, passing concerns on to appropriate entities, and posting relevant information in areas accessible to the public.

5.1.2 Plan Maintenance Schedule

The HMPC agrees to meet annually to monitor progress, discuss recent hazard events, changes in development that impact vulnerability, and update the mitigation strategy. The Jackson County Emergency Management Coordinator will be responsible for initiating the plan reviews which will be integrated into the regularly scheduled Emergency Management Commission meetings.

In coordination with the other participating jurisdictions, a five-year written update of the plan will be submitted to the Iowa Homeland Security and Emergency Management Department and FEMA Region VII per Requirement §201.6(c)(4)(i) of the Disaster Mitigation Act of 2000, unless disaster or other circumstances (e.g., changing regulations) require a change to this schedule.

5.1.3 Plan Maintenance Process

Evaluation of progress can be achieved by monitoring changes in vulnerabilities identified in the plan. Changes in vulnerability can be identified by noting:

- Decreased vulnerability as a result of implementing recommended actions,
- Increased vulnerability as a result of failed or ineffective mitigation actions, and/or
- Increased vulnerability as a result of new development (and/or annexation).

The annual reviews and updates to this plan will:

- Consider changes in vulnerability due to action implementation,
- Document success stories where mitigation efforts have proven effective,
- Document areas where mitigation actions were not effective,
- Document any new hazards that may arise or were previously overlooked,
- Incorporate new data or studies on hazards and risks,
- Incorporate new capabilities or changes in capabilities,
- Incorporate growth and development-related changes to inventories, and
- Incorporate new action recommendations or changes in action prioritization.

In order to best evaluate the mitigation strategy during plan review and update, the participating jurisdictions will follow the following process:

- A representative from the responsible office identified in each mitigation action will be responsible for tracking and reporting the action status on an annual basis to the jurisdictional HMPC member and providing input on any completion details or whether the action still meets the defined objectives and is likely to be successful in reducing vulnerabilities.
- If the action does not meet identified objectives, the jurisdictional HMPC member will determine what additional measures may be implemented, and an assigned individual will be responsible for defining action scope, implementing the action, monitoring success of the action, and making any required modifications to the plan.

- As part of the annual review process, the Jackson County Emergency Management Coordinator will provide the updated Mitigation Strategy with the current status of each mitigation action to the County Board of Supervisors and County Department Heads as well as all Mayors, City Clerks, and School District Superintendents requesting that the mitigation strategy be incorporated, where appropriate in other planning mechanisms.

Changes will be made to the plan to accommodate actions that have failed or are not considered feasible after a review of their consistency with established criteria, time frame, community priorities, and/or funding resources. Actions that were not ranked high but were identified as potential mitigation activities will be reviewed as well during the monitoring and update of this plan to determine feasibility of future implementation.

Updating of the plan will be by written changes and submissions, as the Jackson County HMPC deems appropriate and necessary, and as approved by the Jackson County Board of Supervisors and the governing boards of the other participating jurisdictions.

5.2 Incorporation into Existing Planning Mechanisms

44 CFR Requirement §201.6(c)(4)(ii): [The plan shall include a] process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.

Many of the small jurisdictions in Jackson County do not have standing formal planning mechanisms such as a Comprehensive Plan or Capital Improvements Plan through which formal integration of mitigation actions can be documented. As a result, activities that occur in these small communities are developed through annual budget planning, regular City Council Meetings, and other community forums rather than a formal planning process. Planning mechanisms that do exist within the participating jurisdictions include:

- Comprehensive Plans
- Various ordinances of participating jurisdictions, including floodplain management ordinances in NFIP-participating communities;
- Jackson County Emergency Operations Plan;
- Capital Improvement Plans

For a detailed summary of planning mechanisms and other mitigation-related capabilities, see Chapter 2.

Incorporation of Previous Hazard Mitigation Plan into Existing Planning Mechanisms

No formal documentation was available to determine the methods utilized to incorporate the previous Hazard Mitigation Plan into other planning mechanisms for the other jurisdictions. However, a review of the completed actions and other identified mitigation initiatives demonstrates that mitigation has been accomplished through existing planning mechanisms.

Incorporation of Updated Hazard Mitigation Plan into existing Planning Mechanisms Going Forward

Where possible, plan participants will use existing plans and/or programs to implement hazard mitigation actions. After the annual review of the Hazard Mitigation Plan, the Jackson County

Emergency Management Coordinator will provide the updated Mitigation Strategy with current status of each mitigation action to the County Commission and County Department Heads as well as all Mayors, City Clerks, and School District Superintendents requesting that the mitigation strategy be incorporated, where appropriate in other planning mechanisms.

Jurisdiction-specific implementations may include:

1. Incorporation into annual emergency management training, planning, and purchasing plans
2. Coordination of mitigation strategy with County's Emergency Management Grant Fund, as well as seeking additional funding opportunities
3. Integration of risk assessment into future updates of the Comprehensive Emergency Operations Plan
4. Integration of mitigation strategy into county and community comprehensive plans
5. Integration of mitigation strategy into county and community capital improvement plans
6. Integration of mitigation strategy into annual budget planning processes

5.3 Continued Public Involvement

44 CFR Requirement §201.6(c)(4)(iii): [The plan maintenance process shall include a] discussion on how the community will continue public participation in the plan maintenance process.

The update process provides an opportunity to publicize success stories from the plan's implementation and seek additional public comment. The public will be involved in the plan maintenance process by publication of a Press Release after each annual review indicating the committee has met with a summary of mitigation action status updates and highlights of specific completed mitigation actions, as applicable. When the HMPC reconvenes for the update, it will coordinate with all stakeholders participating in the planning process, including those who joined the HMPC after the initial effort, to update and revise the plan. Public notice will be posted through available website postings and social media outlets.