

Section 5: Plan Maintenance Process

Requirement
§201.6(c)(4)(i):

[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 Plan Monitoring and Evaluation

The Callaway County Hazard Mitigation Plan will be monitored and evaluated on a yearly basis during the months of March and April, beginning in the year following approval and adoption. This would mean there will be four monitoring/evaluation periods (spring 2013, spring 2014, spring 2015, spring 2016). The last monitoring and evaluation in 2016 will lead into the 5-year update process.

The monitoring and evaluation will be facilitated through the Mid-MO Regional Planning Commission. It will consist of the following:

1. Surveys will be sent to all participating jurisdictions for information including: mitigation actions which have been implemented in the jurisdiction, changes in priorities of mitigation actions within the jurisdiction, needs not addressed by the current plan. A sample survey is shown in Figure 5.1.1.
2. Survey information will be collated by planners at the Mid-MO RPC.
3. Meeting(s) of the Hazard Mitigation Technical Steering Committee will be convened by the Mid-MO RPC to discuss survey feedback, any changes in hazard risks in the county, and any other pertinent information.
4. A yearly report will be written and included as an addendum to the current plan.

Figure 5.1.1

Yearly Survey of Mitigation Actions for (Sample)

Action #	Mitigation Action	Priority	Plan for Implementation and Administration	Lead Department or Agency	Projected Completion Date	Criterion for Completion	Current Status of Mitigation Action	Comments

Please indicate the current status of each mitigation action on the above chart. Please note any change to the priorities of actions.

Are there any changes in your jurisdiction which may affect the content of the Callaway County Hazard Mitigation Plan? If so, please describe.

5.2 Plan Updating

FEMA requires that a local hazard mitigation plan, such as the Callaway Natural Hazard Mitigation Plan, be updated and reapproved by FEMA every five years. This five year period, until the next expiration date, is measured from FEMA’s acceptance of the first adoption resolutions submitted for an approved plan.

Assuming approval and adoption of the current plan sometime in 2012, the Callaway County Natural Hazard Mitigation Plan will need to be updated and reapproved by FEMA in 2017. A proposed timeline for the update is shown in Figure 5.2.1.

Figure 5.2.1 Proposed Timeline for 5-year Update of Hazard Mitigation Plan		
KEY: PED = Plan Expiration Date		
Activity	Timeline to Begin	Responsible Party
Preliminary update of data	Yearly during maintenance/review of plan	Mid-MO RPC
Prepare cost estimates for update of plan and submit to SEMA	PED - 14 months	Mid-MO RPC
Receive Memorandum of Agreement from SEMA for update	PED - 12 months	SEMA
Review data for any additional updates	PED - 12 months	Mid-MO RPC
Contact participating jurisdictions re: representation on Technical Steering Committee for update of plan	PED - 12 months	Mid-MO RPC
Meetings to conduct preliminary review and update of plan	PED - 11 months	Technical Steering Committee
Survey to participating jurisdictions re: capabilities, vulnerable assets, future development	PED - 11 months	Mid-MO RPC
Public Meeting #1 for comment and input on draft update	PED - 9 months	Mid-MO RPC/Technical Steering Committee
Draft of update due at SEMA	PED - 8 months	Mid-MO RPC
Participating jurisdictions hold meetings to discuss plan and mitigation actions	PED - 8 months	Participating Jurisdictions
Public Meeting #2 for comment and input on final update	PED - 6 months	Mid-MO RPC/Technical Steering Committee
Final plan due at SEMA for review before submission to FEMA	PED - 5 months	Mid-MO RPC
Plan reviewed by SEMA	PED - 4 months	SEMA
Required changes/additions made to plan	PED - 4 months	Mid-MO RPC
Plan submitted to FEMA	PED - 3 months	SEMA
Participating jurisdictions adopt approved plan	PED - 2 months	Participating Jurisdictions

The ongoing yearly maintenance and evaluation of the plan, as described previously, will be of great value when undertaking the five year update. Continuity of personnel on the Hazard Mitigation Technical Steering Committee throughout the five year process would be highly beneficial in taking mitigation planning to the next level.

The following data gaps in the current plan should be examined during the 2016 update process:

Dam Failure

Information from the mapping of the high hazards dams in the county should be completed before 2016. Emergency Action Plans (EAPs) may have been written for some, or all, of the regulated dams in the county by this time. The following sites may be helpful in obtaining current information on the progress of this work: DNR's Dam Safety Program (<http://www.dnr.mo.gov/env/wrc/damsft/damsfthp.htm>) and DamSafetyAction.org,

Levee Failure

There are some data gaps in assessing vulnerability to levee failure which, while not critical to gaining an overall perspective on vulnerability, would increase accuracy if available.

Inundation information is not readily available for areas protected by levee districts and areas protected by non-district or private levees are not known.

The US Army Corps of Engineers (USACE), working with FEMA and other federal, state, and local agencies, assembled a Regional Interagency Levee Task Force (ILTF) in 2008 to provide a uniform approach across the area impacted by flooding in the Midwest. Data is currently being updated and made more available through this task force. Following the intense flooding throughout the Missouri River Valley in 2011, the USACE added significant content to their website. This information is continuously being updated and the new mapping capability may be useful during the maintenance of this plan and during the next five year update. The webpage for the National Levee Database can be found at <http://nld.usace.army.mil/egis/f?p=471:1:3352100546410181>.

5.3 Integration of Hazard Mitigation into Other Planning Mechanisms

Requirement §201.6(c)(4)(ii):	<i>[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.</i>
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Successful mitigation depends on the actual implementation of the mitigation actions arrived at through the planning process. The composition of the Technical Steering Committee for the update of the Callaway County Natural Hazard Mitigation Plan bodes well for the successful incorporation of the hazard mitigation strategy into other planning processes throughout the Planning Area.

In addition to the core members of the Technical Steering Committee, the representatives from Callaway County were resourceful in bringing other knowledgeable staff to meetings on subjects in their particular areas of expertise. The entire process thus drew on experience and knowledge from: elected officials/staff from the incorporated communities; senior department members from Callaway County in key areas such as Emergency Management, Road and Bridge, and Fire; and representatives from the educational institutions, water districts, and fire districts.

This diverse group worked to produce a thoughtful and useful document. The sheer number of different people involved in the update process has raised the level of awareness of hazard mitigation planning within the Planning Area; this will also be helpful when integrating the *Hazard Mitigation Plan* into other planning processes.

Callaway County

The primary planning document for the unincorporated area of the county is *The Callaway County Emergency Operations Plan*. An update of this plan is currently underway. During the next update process, the requirements of the *Hazard Mitigation Plan* will be integrated with this document.

In the meantime, the Callaway County Commission and the Callaway County EMA will adopt the Hazard Mitigation Plan as an additional planning document for the County.

The Callaway County Emergency Management Director was a key member of the Technical Steering Committee for the update of the *Hazard Mitigation Plan*; she also involved in developing the plan for implementing and administering those County mitigation actions which fall under their scope of duties. They will ensure that the mitigation actions are included in the EMA work program according to the prioritizations in the plan.

Incorporated Communities of Auxvasse, Fulton, Holts Summit, and Lake Mykee

The smaller incorporated communities in the Planning Area do not have Master or Comprehensive Plans. They are, however, part of the *Callaway County EOP*; the integration of the *Hazard Mitigation Plan* with the *EOP* will serve to integrate the actions under the lead of the EMD for these jurisdictions also.

In all of these communities, the City Council or the Board of Aldermen/Trustees serves as the main planning body. These bodies were informed of the hazard mitigation update planning process as it was taking place. The councils/boards approved the specific mitigation actions for their jurisdictions, in addition to the plans for implementation and administration. In most of these communities, the Council/Mayor is responsible for implementing most of the specific mitigation actions.

Boone County PWSD#9

PWSD#9 maintains an annually reviewed work plan that will incorporate actions and information from this plan. The water district manager was present at most of the Steering Committee Meetings and is also in charge of maintaining the work plan.

School Districts

The mitigation actions in the *Hazard Mitigation Plan* will be integrated into the ***Crisis Management Plan*** for all school districts. These actions will be maintained as goals in the schools plans and will be updated on a regular basis.

All Participating Jurisdictions

In addition to the specific incorporation/integration methods described for each participating jurisdiction, it should be emphasized that the yearly maintenance of the *Hazard Mitigation Plan*, as discussed in Section 5.1, will serve to help incorporate and integrate its requirements into the planning in the jurisdictions.

5.4 Public Participation in Plan Maintenance

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 Callaway Natural Hazard Mitigation Plan will remain posted on the website of the Mid-Missouri Regional Planning Commission (<http://mmrpc.org/reports-library/hazard-mitigation-reports/>) for public review and comment. Either the plan itself or links to the plan will also be posted on as many websites of participating jurisdictions as possible.

The Callaway County Emergency Management Director will facilitate presenting the plan at the annual Local Emergency Operation Plan (LEOP) Review. This review is attended by representative of the following groups:

- Health Department Personnel
- City Fire and Rural Fire Protection Districts
- City Elected Officials/Administrators
- Educational Personnel
- Local Emergency Planning Committees
- Local Police/Sheriff Department Personnel
- Levee Districts
- Callaway County Commissioners
- Fulton Planning Directors

In addition, all meetings of the Technical Steering Committee for the review and maintenance of the plan will be publicly posted as required by Missouri's Sunshine Law and open to the public.