



SECTION 7. PLAN MAINTENANCE PROCEDURES

This section describes the system that Washington County and all participating jurisdictions have established to monitor, evaluate, and update the mitigation plan; implement the mitigation plan through existing programs; and solicit continued public involvement for plan maintenance.

7.1 MONITORING, EVALUATING AND UPDATING THE PLAN

The procedures for monitoring, evaluating, and updating the plan are provided below.

The Hazard Mitigation Plan (HMP) Coordinator is assigned to manage the maintenance and update of the plan during its performance period. The HMP Coordinator will chair the Planning Committee and be the prime point of contact for questions regarding the plan and its implementation as well as to coordinate incorporation of additional information into the plan.

The Planning Committee shall fulfill the monitoring, evaluation and updating responsibilities identified in this section which is comprised of a representative from each participating jurisdiction. Each participating jurisdiction is expected to maintain a representative on the Planning Committee throughout the plan performance period (five years from the date of plan adoption). As of the date of this plan, primary and secondary mitigation planning representatives (points-of-contact) are identified in each jurisdictional annex in Section 9 (Annexes).

Regarding the composition of the committee, it is recognized that individual commitments change over time, and it shall be the responsibility of each jurisdiction and its representatives to inform the HMP Coordinator of any changes in representation. The HMP Coordinator will strive to keep the committee makeup as a uniform representation of planning partners and stakeholders within the planning area.

Currently, the Washington County HMP Coordinator is designated as:

Mr. Glen P. Gosnell, ENP, Emergency Management Director
Washington County Department of Public Safety
383 Broadway - Building B
Fort Edward, NY 12828
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7.1.1 Monitoring

The Planning Committee shall be responsible for monitoring progress on, and evaluating the effectiveness of, the plan, and documenting annual progress. Each year, beginning one year after plan development, County and local Planning Committee representatives will collect and process information from the departments, agencies and organizations involved in implementing mitigation projects or activities identified in their jurisdictional annexes (Volume II, Section 9 (Annexes)) of this plan, by contacting persons responsible for initiating and/or overseeing the mitigation projects.

To standardize and facilitate collection of progress data and information on specific mitigation actions, Washington County Department of Public Safety (WCDPS) shall develop a progress matrix that will continue to be updated and distributed to the Planning Committee members prior to the scheduled plan review. Federal Emergency Management Agency (FEMA) guidance worksheets and a sample progress matrix template are provided in Appendix F – FEMA 386-4 Guidance Worksheets. This information shall be provided to the HMP Coordinator prior to the plan review meeting.



The information that Planning Committee representatives shall be expected to document, as needed and appropriate include:

- Any grant applications filed on behalf of any of the participating jurisdictions
- Hazard events and losses occurring in their jurisdiction,
- Progress on the implementation of mitigation actions, including efforts to obtain outside funding,
- Obstacles or impediments to implementation of actions,
- Additional mitigation actions believed to be appropriate and feasible,
- Public and stakeholder input.

7.1.2 Evaluating

The evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the Plan goals are being reached, and whether changes are needed. The Plan will be evaluated on a mid-cycle basis to determine the effectiveness of the programs, and to reflect changes that may affect mitigation priorities or available funding.

The status of the HMP will be discussed and documented at mid-cycle plan review meeting of the Mitigation Planning Committee, to be held approximately two years from the date of local adoption of this update. Allowing sufficient time for all parties to be prepared, the Washington County HMP Coordinator will advise Planning Committee members of the meeting date, agenda and expectations of the members.

The Washington County HMP Coordinator will be responsible for calling and coordinating the mid-cycle plan review meeting, and assessing progress toward meeting plan goals and objectives. These evaluations will assess whether:

- Goals and objectives address current and expected conditions.
- The nature or magnitude of the risks has changed.
- Current resources are appropriate for implementing the HMP and if different or additional resources are now available.
- Actions were cost effective.
- Schedules and budgets are feasible.
- Implementation problems, such as technical, political, legal, or coordination issues with other agencies are presents.
- Outcomes have occurred as expected.
- Changes in County, City, Town or Village resources impacted plan implementation (e.g., funding, personnel, and equipment)
- New agencies/departments/staff should be included, including other local governments as defined under 44 CFR 201.6.

Specifically, the Planning Committee will review the mitigation goals, objectives, and activities using performance-based indicators, including:

- New agencies/departments
- Project completion
- Under/over spending



- Achievement of the goals and objectives
- Resource allocation
- Timeframes
- Budgets
- Lead/support agency commitment
- Resources
- Feasibility

Finally, the Planning Committee will evaluate how other programs and policies have conflicted or augmented planned or implemented measures, and shall identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (see the “Implementation of Mitigation Plan through Existing Programs” subsection later in this Section). Other programs and policies can include those that address:

- Economic Development
- Environmental Preservation
- Historic Preservation
- Redevelopment
- Health and/or safety
- Recreation
- Land use/zoning
- Public Education and Outreach
- Transportation

The Planning Committee may refer to the evaluation forms, Worksheets #2 and #4 in the FEMA 386-4 guidance document, to assist in the evaluation process. Further, the Planning Committee may refer to any process and plan review deliverables developed by the County or participating jurisdictions as a part of the plan review processes established for prior or existing local HMPs within the County.

The HMP Coordinator or his/her designee will be responsible for preparing an Annual HMP Progress Report based on local annual progress reports received from each participant, information presented at the annual Planning Partnership meeting, and other appropriate and relevant information. These annual reports will provide data for the 5-year update of this HMP and will assist in pinpointing challenges to implementation. By annually monitoring implementation of the HMP, the Planning Partnership will be able to identify completed projects, projects no longer feasible, and projects that may require additional funding.

Because the Annual HMP Progress Report will apply to all planning partners, it will be developed according to an agreed-upon format and with adequate allowance for input and comment from each planning partner prior to completion and submission to the State Hazard Mitigation Officer. Each planning partner will be responsible for providing this report to his/her governing body for review. During the annual Planning Partnership meeting, the planning partners will establish a schedule for draft development, review, comment, amendment, and submission of the Annual HMP Progress Report to the New York State Division of Homeland Security & Emergency Services (NYS DHSES). The Annual HMP Progress Report will then be posted on the Washington County Hazard Mitigation Plan website (currently <http://www.washingtoncountyhmp.com/Pages/default.aspx>) to keep the public apprised of the plan’s implementation of the HMP. For communities who may choose to join the NFIP Community Rating System



(CRS) program, this report will also be provided to each CRS participating community in order to meet mid-cycle CRS recertification requirements.

The plan will also be evaluated and revised following any major disasters, to determine if the recommended actions remain relevant and appropriate. The risk assessment will also be revisited to see if any changes are necessary based on the pattern of disaster damages or if data listed in Section 5.4 - Hazard Profiles of this plan has been collected to facilitate the risk assessment. This is an opportunity to increase the community's disaster resistance and build a better and stronger community.

7.1.3 Updating

44 CFR 201.6.d.3 requires that local hazard mitigation plans be reviewed, revised as appropriate, and resubmitted for approval in order to remain eligible for benefits awarded under DMA 2000. It is the intent of the Washington County HMP Planning Committee to update this plan on a five-year cycle from the date of initial plan adoption.

To facilitate the update process, the Washington County HMP Coordinator, with support of the Planning Committee, shall use the mid-cycle plan review meeting to develop and commence the implementation of a detailed plan update program. The Washington County HMP Coordinator shall invite representatives from NYS DHSES to this meeting to provide guidance on plan update procedures. This program shall, at a minimum, establish who shall be responsible for managing and completing the plan update effort, what needs to be included in the updated plan, and a detailed timeline with milestones to assure that the update is completed according to regulatory requirements.

At this meeting, the Planning Committee shall determine what resources will be needed to complete the update. The Washington County HMP Coordinator shall be responsible for assuring that needed resources are secured.

Following each five-year update of the mitigation plan, the updated plan will be distributed for public comment. After all comments are addressed, the HMP will be revised and distributed to all planning group members and the New York State Hazard Mitigation Officer.

7.2 IMPLEMENTATION OF MITIGATION PLAN THROUGH EXISTING PROGRAMS

Effective mitigation is achieved when hazard awareness and risk management approaches and strategies become an integral part of public activities and decision-making. Within the county there are many existing plans and programs that support hazard risk management, and thus it is critical that this hazard mitigation plan integrate and coordinate with, and complement, those existing plans and programs.

The "Capability Assessment" section of Section 6 (Mitigation Strategy) provides a summary and description of the existing plans, programs and regulatory mechanisms at all levels of government (Federal, State, County and local) that support hazard mitigation within the county. Within each jurisdictional annex in Section 9 (Annexes), the County and each participating jurisdiction have identified how they have integrated hazard risk management into their existing planning, regulatory and operational/administrative framework ("integration capabilities") and how they intend to promote this integration ("integration actions").

It is the intention of Planning Committee representatives to incorporate mitigation planning as an integral component of daily government operations. Planning Committee representatives will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into the general



operations of government and partner organizations. Further, the sample adoption resolution (Appendix A) includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations. By doing so, the Planning Committee anticipates that:

- 1) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts;
- 2) The Hazard Mitigation Plan, Comprehensive Plans, Emergency Management Plans and other relevant planning mechanisms will become mutually supportive documents that work in concert to meet the goals and needs of County residents.

During the annual HMP evaluation process, the Planning Partnership will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions and include these findings and recommendations in the Annual HMP Progress Report.

7.3 CONTINUED PUBLIC INVOLVEMENT

Washington County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. This Plan update will be posted on-line (currently at <http://www.washingtoncountyhmp.com/Pages/default.aspx>). The County and municipalities may make hard copies of the Plan available for review at public locations (e.g. County offices, municipal halls, public libraries).

In addition, public outreach and dissemination of the Plan will include:

- Links to the plan on municipal websites of each jurisdiction with capability.
- Continued utilization of existing social media outlets (Facebook, Twitter) to inform the public of flood hazards and severe storm events. Educate the public via the jurisdictional websites on how these applications can be used in an emergency situation.
- Development of mid-cycle articles or workshops on flood hazards to educate the public and keep them aware of the dangers of flooding.

Local Planning Committee representatives and the Washington County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. The public will have an opportunity to comment on the plan via the hazard mitigation website at any time. The HMP Coordinator will maintain this website, posting new information and maintaining an active link to collect public comments.

The public can also provide input at the annual review meeting for the HMP and during the next 5-year plan update. The Washington County HMP Coordinator is responsible for coordinating the plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the five-year plan update as appropriate. Additional meetings may also be held as deemed necessary by the planning group. The purpose of these meeting would be to provide the public an opportunity to express concerns, opinions, and ideas about the mitigation plan.

The Planning Committee representatives shall be responsible to assure that:

- Public comment and input on the plan, and hazard mitigation in general, are recorded and addressed, as appropriate.



- Copies of the latest approved plan (or draft in the case that the five-year update effort is underway) are available for review at the town hall and public library, along with instructions to facilitate public input and comment on the Plan.
- Appropriate links to the Washington County Hazard Mitigation Plan website (currently <http://www.washingtoncountyhmp.com/Pages/default.aspx>) are included on municipal websites.
- Public notices are made as appropriate to inform the public of the availability of the plan, particularly during Plan update cycles.

The Washington County HMP Coordinator shall be responsible to assure that:

- Public and stakeholder comment and input on the plan, and hazard mitigation in general, are recorded and addressed, as appropriate.
- The Washington County HMP website is maintained and updated as appropriate.
- Copies of the latest approved plan (or draft in the case that the five-year update effort is underway) are available for review at appropriate County facilities (e.g. libraries), along with instructions to facilitate public input and comment on the plan.
- Public notices, including media releases, are made as appropriate to inform the public of the availability of the plan, particularly during plan update cycles.