

3.5 Plan Maintenance Procedures

3.5.1 Monitoring, Evaluating, and Updating the Plan

The GRADD Hazard Mitigation Council and the East and West Subcommittees spent considerable time discussing all plan maintenance procedures outlined in the original GRADD Hazard Mitigation Plan. To move forward, the participants focused on how the procedures the core of the procedures worked and created viable alternatives for the ongoing and more efficient maintenance of the plan update. Table 1 displays the basic components of the original plan maintenance procedures and outlines the problems encountered with each. In addition, Table 1 briefly explains an alternate approach for each procedure.

3.5.1 Table 1

Plan Maintenance Procedures			
	From the Original Plan	Implementation Problems	Changes
1	The GRADD Hazard Mitigation Council will meet twice every calendar year (in April and October).	The GRADD Hazard Mitigation Council did not meet twice a year.	The GRADD Hazard Mitigation Council will meet twice a year, in April and October, as long as there is enough Council business to develop a substantive agenda. Meeting cancellation will be at the discretion of Hazard Mitigation Council officers. If a Council meeting is cancelled, GRADD staff will issue a memo outlining the reason for the meeting cancellation, along with any additional information that cannot wait until the next meeting. At a minimum, the Council must meet at least once a year.

Plan Maintenance Procedures

From the Original Plan	Implementation Problems	Changes	
2	<p>The October meeting will involve an evaluation of the plan, which will result in a report for presentation at the November GRADD Board of Directors meeting.</p>	<p>This annual plan evaluation and report presentation never occurred.</p>	<p>At least once a year, an evaluation of the status of the GRADD Hazard Mitigation Plan will be posted on the Hazard Mitigation Page on the GRADD website. The evaluation will include information on recent hazard events, the usage of the plan, the Council's activities, and hazard mitigation projects in progress or completed.</p>
3	<p>County EM Directors will conduct quarterly county meetings to assess the strategies in the plan and how they are working at the county level. The information and input gathered will be presented at the subsequent full Council meeting.</p>	<p>These quarterly meetings (with a specific focus on the GRADD Hazard Mitigation Plan) did not occur.</p>	<p>County EM Directors will monitor hazard events and the pursuit and implementation of mitigation projects throughout their respective counties. They will work directly with communities in the county to complete a quarterly report form that will be submitted to GRADD staff. If necessary, EM Directors will conduct countywide meetings to discuss needed changes to the Mitigation Strategy and other sections of the GRADD Hazard Mitigation Plan. EM Directors will have an opportunity to present any information and/or experiences at full Council meetings.</p>

Plan Maintenance Procedures

4	From the Original Plan	Implementation Problems	Changes
4	The designated "Responsible Party" for each project listed in the Mitigation Strategy will report on implementation progress and difficulties.	The "responsible party" designees did not formally report on project implementation; however, they were occasionally contacted for information on implementation status.	During efforts to evaluate the plan, and the Mitigation Strategy section in particular, the Council, county EM Directors, and GRADD staff will rely on input from those designated as a "responsible party" to provide feedback on implementation successes and difficulties.
5	The GRADD Hazard Mitigation Council will accept recommendations from the Subcommittees regarding needed changes to the Risk Assessment section.	The Subcommittees did not formally meet after the plan development process and did not start to meet again until the plan update process commenced.	The GRADD Hazard Mitigation Council will rely on recommendations from county EM Directors and GRADD staff to determine whether or not changes to the Risk Assessment section are necessary.
6	Approximately 3 1/2 years after the adoption of the plan, the Chairman will lead a work session during the October meeting to start the plan update process. The work session will focus on information compiled from all previous meetings.	The work session with the full Council never occurred. GRADD staff met with EM Directors in October of 2009 to start discussing the plan update process. A Kickoff Meeting for the full Council occurred in November of 2009.	Officers of the GRADD Hazard Mitigation Council and county EM Directors will meet with GRADD staff approximately 3 1/2 years after FEMA approval to develop a strategy for the plan update process. They will review information compiled from the quarterly reports and the annual plan evaluations.
7	During the first full Council meeting following FEMA approval of the Plan, Council members will evaluate the planning process.	A formal review of the planning process for the original plan was never conducted.	Following FEMA approval of the GRADD Hazard Mitigation Plan update, a special meeting of the GRADD Hazard Mitigation Council will be conducted to review the components of the approval and to critique the planning process leading up to the approval.

Plan Maintenance Procedures

From the Original Plan	Implementation Problems	Changes	
8	The Council will regularly review the Goals, Objectives, and Actions to ensure their effectiveness and proper implementation.	Although the Subcommittees and Council reviewed the Goals, Objectives, and Actions during the plan update process, they did not do so at any point prior to the plan update meetings.	At every GRADD Hazard Mitigation Council meeting, the Goals, Objectives, and Actions, as outlined in the Mitigation Strategy, will be included as an agenda item to offer participants an opportunity to address their continued relevance and to propose any necessary revisions based on local experiences.
9	Council meetings will address mitigation actions taken and not taken and their effects upon hazards, communities, and the region.	Council meetings conducted after formal FEMA approval of the plan addressed possible methods for tracking completed mitigation projects; however, the meetings did not address specific and/or completed actions.	At every GRADD Hazard Mitigation Council meeting, participants will have the opportunity to share their experiences in pursuing and implementing mitigation projects. Whenever appropriate, GRADD staff members will seek guest speakers from state agencies to address the questions and challenges of the Council.
10	Following a federal disaster declaration, the Council will review the plan and specific mitigation actions.	The Council did not meet to review the plan following disaster declarations.	Following a federal disaster declaration for the state, GRADD staff members will meet with the county EM Directors to address the Mitigation Strategy for each community to ensure that all project priorities are sufficiently listed. Any findings, along with general discussion of the plan, will be presented during the next scheduled GRADD Hazard Mitigation Council meeting.

The GRADD Hazard Mitigation Council will assume responsibility for plan updates based on information gathered during annual Council meetings, findings from the county quarterly reports, conclusions from the annual plan evaluation, and the availability of new data. When updates are completed, they will be submitted to the State Hazard Mitigation Office. If the

Council determines that an update is not necessary, the Chairman will provide the State Hazard Mitigation Officer with a justification for this determination.

For all plan evaluations and updates to the plan, GRADD will continue to offer meeting facilities and assistance. This continued involvement of GRADD staff will remain available to the GRADD Hazard Mitigation Council, the Subcommittees, and communities for data collection, planning efforts, project administration, and other related responsibilities. GRADD staff commits to a proactive approach to seeking and obtaining funds for administrative activities and mitigation actions as outlined throughout the plan.

A. Monitoring the Plan

To ensure a regular review of the plan and the determination of needed updates, the GRADD Hazard Mitigation Council will devote at least one meeting per year to the evaluation of the plan. GRADD staff will assist with the completion of a formal evaluation sheet created for the plan, which will be posted on the Hazard Mitigation page of the GRADD website upon Council approval and completion. A copy of the proposed evaluation sheet is included as Figure 1.

3.5.1 Figure 1

GRADD HAZARD MITIGATION PLAN – ANNUAL EVALUATION

GRADD Staff Evaluator: Title:	Evaluation Period:
GRADD Hazard Mitigation Plan FEMA Approval Date:	GRADD Hazard Mitigation Council Meeting Dates:
HOW MANY TIMES DID THE GRADD HAZARD MITIGATION COUNCIL MEET DURING THE EVALUATION PERIOD? IF A REGULAR MEETING WAS CANCELLED, WHAT WAS THE REASON?	
WHICH TOPICS WERE DISCUSSED DURING THE COUNCIL MEETINGS? WERE THERE ANY RECOMMENDATIONS FOR PLAN CHANGES?	
ARE THE GOALS, OBJECTIVES, AND ACTIONS LISTED IN THE MITIGATION STRATEGY STILL RELEVANT TO THE PLAN AND ITS OVERALL UTILITY FOR THE REGION? HOW WAS THIS DETERMINATION MADE? IF CHANGES ARE NECESSARY, WHAT ARE THEY?	

WERE THERE ANY MITIGATION PROJECTS SUCCESSFULLY IMPLEMENTED DURING THE EVALUATION PERIOD? IF SO, LIST THE PROJECT TYPE AND THE COMMUNITY INVOLVED.	
ARE THERE ANY MITIGATION PROJECTS CURRENTLY IN PROGRESS? IF SO, LIST THE PROJECT TYPE AND THE COMMUNITY INVOLVED.	
WAS THERE A PRESIDENTIAL DISASTER DECLARATION FOR KENTUCKY DURING THE EVALUATION PERIOD? IF SO, WERE ANY GRADD COUNTIES AFFECTED?	
DATE REVIEWED BY THE GRADD HAZARD MITIGATION COUNCIL	DATE POSTED ON THE GRADD WEBSITE
Date:	Date:

Acknowledging the need for regular outreach at the local levels, the GRADD Hazard Mitigation Council encouraged the development of a quarterly report form and process for collecting hazard event data and mitigation action progress from cities and counties. County EM Directors will accept the lead in completing the form and will visit with local communities to ensure the availability of data from all local levels. The reports will be submitted to GRADD staff for review and compilation, and the information will aid in the completion of the annual evaluation form. Figure 2 is an example of the quarterly report form.

Mitigation Strategies – Completed Projects

Entity	Project	Funding Source	Is the project included in the GRADD Hazard Mitigation Plan?

Mitigation Strategies – Projects in Progress

Entity	Project	Funding Status	Is this project included in the GRADD Hazard Mitigation Plan? What is the current status of the project?

Hazard Mitigation Planning Obstacles

What are some of the obstacles your county faces when addressing and responding to natural hazard events?

GRADD Hazard Mitigation Plan – Changes and Updates

Are you aware of any changes or updates that need to be made to the GRADD Hazard Mitigation Plan? This could involve the addition of a new natural hazard types; the incorporation of new data; and/or the inclusion of new projects for individual jurisdictions.

Additional Information / Documentation

Please attach additional pages and/or documentation if necessary. Provide a list of any additional documentation below.

In addition to monitoring the progress of mitigation strategies outlined in the plan, the GRADD Hazard Mitigation Council will assess the plan goals, objectives, and actions at every meeting to ensure their efficiency and relevance based on the latest development trends and the overall needs of the region. The Council will also rely on recommendations from GRADD staff and local officials to establish the potential for necessary revisions to the Risk Assessment. Discussions on the extent and magnitude of natural hazard events experienced throughout the region will guide any modifications to hazard risk levels and the possible addition of new hazards to the plan.

B. Evaluating the Plan

1. Evaluating the Planning Process

Following FEMA approval of the plan update, the GRADD Hazard Mitigation Council will schedule a special meeting to evaluate the planning process used for updating the plan. In part, the evaluation will focus on the effectiveness of addressing area needs and the involvement of interested parties throughout the region. Additional focus will fall upon the mitigation strategies of the jurisdictions. Participants will consider the capabilities of local jurisdictions in the pursuit and implementation of targeted mitigation actions. Periodically, at later meetings, the Council will evaluate the progress of individual jurisdictions in implementing components of the plan.

2. Evaluate the Effectiveness of Mitigation Actions

At all Council meetings following FEMA approval of the plan update, participants will evaluate the effectiveness of implemented mitigation actions. When appropriate, they will consider mitigation actions that have not been implemented and the obstacles jurisdictions face. This evaluation will be particularly useful in the aftermath of hazard events to assess the potential effects of certain mitigation actions on response and recovery efforts.

3. Evaluation after Declared Disasters

Following a Presidential Disaster Declaration impacting the region, GRADD staff will meet with county EM Directors to review the mitigation strategies for area jurisdictions. This review will provide a better understanding of immediate needs, while pinpointing any new projects that need to be added to the plan. During the first GRADD Hazard Mitigation Council meeting following the declaration, participants will address response efforts, actions taken, and the possibility of needed plan alterations.

C. Updating the Plan

The officers of the GRADD Hazard Mitigation Council and GRADD staff will lead plan update efforts using the ongoing plan monitoring and evaluation activities as a basic foundation.

Approximately three and a half years after the adoption and FEMA approval of the GRADD Hazard Mitigation Plan update they will meet along with county EM Directors to devise a strategy for the next five-year update of the plan. The full Hazard Mitigation Council will hold frequent meetings to review plan components and potential revisions, and the East and West Subcommittees will convene as necessary to assist with the organization of new plan information and materials. The GRADD Hazard Mitigation Council will complete a comprehensive update of the plan prior to the five-year anniversary of the FEMA approval of the plan update. All revisions will reflect the latest data collection, including new data; the availability of new resources; progress and actions achieved throughout the region; and local information gathered during the five-year period following the previous plan update. Updates to all plan sections, public meetings, State and FEMA reviews, and approvals will be complete before the expiration of the previous plan update.

D. Data Gathering and Analysis

GRADD staff and GRADD Hazard Mitigation Council participants will regularly collect and analyze data on historical natural disaster occurrences. This data will figure prominently in future five-year updates of the plan, especially in the determination of potential modifications to conclusions on the hazard risks of certain types of events. Along with this, GRADD staff will coordinate with EM Directors and other local agencies to collect, maintain, and update GIS data for critical and essential facilities. For modeling damage scenarios for earthquake and flooding events, Council participants will continue to rely on HAZUS.

3.5.2 Implementation through Existing Plans

For both plan creation and plan updating, existing plans are an integral part of the GRADD Hazard Mitigation Council's study and analysis. As with the GRADD Hazard Mitigation Plan, area plans should be updated to ensure the presentation and availability of accurate data and to provide dynamic resources for local planning efforts. Examples of local and regional plans that should include mitigation measures are:

- County Emergency Operations Plans;
- The Comprehensive Economic Development Strategy;
- Community Comprehensive Plans;
- The GRADD Water Management Plan;
- The Owensboro-Daviess County Collaborative Storm Water Plan;
- Transportation Plans; and
- Western Kentucky Pride.

Because these plans involve a diverse range of jurisdictions and stakeholders, GRADD Hazard Mitigation Council participants must make special efforts to spread awareness of the GRADD Hazard Mitigation Plan and all future updates, especially among other planners in the region.

Each jurisdiction's representative to the GRADD Hazard Mitigation Council, as outlined in Section 3.1.3, will accept responsibility for updating all elected officials and department heads on local mitigation projects and the overall plan status. Such updates will typically occur during staff meetings, city council or fiscal court meetings, or via memoranda. Upon adoption of this plan update, all local jurisdictions will seek to pursue the actions and strategies outlined within in concert with other relevant local and regional development plans. Implementation efforts will commence within one year of plan adoption, and each jurisdiction will remain cognizant of obstacles and complications that effectively thwart the implementation of strategies. If obstacles are too great, local jurisdictions will consider changes for future updates to the plan.

Each jurisdiction in the GRADD region and the GRADD Board of Directors passed resolutions adopting the original GRADD Hazard Mitigation Plan. The original plan mentioned a Memorandum of Agreement (MOA) detailing the expectations of jurisdictions in the implementation of the plan. Because the formal MOA process did not occur as planned, the GRADD Hazard Mitigation Council and GRADD staff will no longer consider the MOA; however, all involved recognize the importance of addressing the responsibilities that each jurisdiction will have to assume during the life of the plan. In addition to the pursuit and implementation of projects included in its mitigation strategy, a jurisdiction will need to ensure continued participation on the GRADD Hazard Mitigation Council. Similarly, a jurisdiction will need to work in concert with EM Directors to guarantee the free flow of information and data on hazard events and mitigation efforts. All jurisdictions have unique needs and experiences that must have an appropriate forum for expression. A regional planning document risks the muting of some of these unique needs; however with frequent plan reviews and an open process for local participation, the GRADD Hazard Mitigation Plan and all future updates will reflect the diversity in the region.

3.5.3 Continued Public Involvement

The GRADD Hazard Mitigation Council values the role of public input and involvement and actively solicited public input throughout the planning and updating processes. For all actions, including mitigation strategies and future plan updates, public involvement will be encouraged and will remain critical to the overall plan success. The plan was created with substantial input from the East and West Subcommittees along with local citizenry from each jurisdiction. Public involvement endured as an essential component of the update process, and the GRADD Hazard Mitigation Council will ensure that the public will be involved in all future mitigation endeavors.

As long as there is enough business to develop a substantial agenda, the GRADD Hazard Mitigation Council will meet in April and October of every year. At the discretion of the Hazard Mitigation Council officers, a meeting can be cancelled. If a meeting is cancelled, GRADD staff will distribute a memo outlining the reason for cancellation. Despite the ability to cancel

meetings, the Council must meet at least once a year and can meet as often as the Council officers deem necessary. All Council meetings will be advertised as public meetings in all GRADD city/county newspapers, on the Hazard Mitigation page on the GRADD website, and, when available, on all community websites. Council participants will pursue every available and reasonable medium to encourage public participation.

Once the GRADD Hazard Mitigation Plan update is adopted by all GRADD jurisdictions and receives FEMA approval, digital copies on compact discs will be distributed to all city and county government offices and emergency management offices. Additionally, the plan update will be available upon request to any interested individual or agency. For public review, digital copies of the plan will be available in all local government offices and in the GRADD office during regular business hours. Hardcopies of the plan will always be available upon special request. Contact information for Council participants and county emergency management offices will be included with all copies of the plan update.

GRADD staff will post a copy of the plan update to the Hazard Mitigation page on the GRADD website. The Hazard Mitigation page will include additional information on recommending changes to the plan. When possible, other community websites will post a copy of the plan update or a link to the GRADD Hazard Mitigation page.

All correspondence from regional stakeholders has been forwarded to the appropriate jurisdictions when necessary and incorporated into the GRADD hazard mitigation files maintained by GRADD staff. Such correspondence can provide ideas for future planning, as well as current observations on the status of planning efforts. Support from agencies and individuals throughout the region energizes mitigation planning and ensures its continued utility for the future.

The GRADD Hazard Mitigation Council strives to maintain an open mitigation planning process to guarantee that the GRADD Hazard Mitigation Plan and all future updates will reflect the challenges, needs, and successes of the region and every jurisdiction in the region. Procedures for maintaining the plan can facilitate the Council's intent as long as such procedures are properly employed and the plan is regularly addressed as a dynamic resource. Planning for the future is an ambitious undertaking and encounters even greater complications when part of endeavor involves natural events. While science has succeeded in establishing certain trends, event indicators, and prediction capabilities, overall vulnerability to the occurrences and the aftermath of natural hazard events is inevitable. To combat this, local officials must continually assess the strengths and weakness of their communities and determine the strategies that will limit future vulnerability. Through the creation of and subsequent updates to the GRADD Hazard Mitigation Plan, local officials, stakeholders, and planners can meet the challenges natural hazard events produce with the confidence that preparedness and sound strategies inspire.