Section 18
Plan Monitoring and Maintenance

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18.1 Interim Final Rule Requirement for Plan Monitoring and Maintenance

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*

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.*

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 Ward County Hazard Mitigation Plan will be monitored, maintained, and updated by the Ward County Emergency Management Director (EMD), with the assistance and participation of all participating jurisdictions included in the Plan.

The contact information for the Ward County EMD is:

Amanda Schooling
Amanda.Schooling@wardnd.com
701.857.6534

18.2 Method for Monitoring the Plan

The County's maintenance strategy for implementation, monitoring, and evaluation provides a structure that encourages collaboration, information sharing, and innovation. Through a multi-tiered implementation method, the County will work with partners and residents to implement a highly localized approach to loss reduction while serving communal needs through coordinated policies and programs. Through this strategy, Ward County will work to break the disaster cycle and achieve more disaster resistant communities.

This Plan will be monitored by the Ward County Emergency Management Director (EMD). The EMD will monitor the plan for several related purposes:

- To maintain the currency of hazard and risk information;
- To ensure that the mitigation strategies reflect the priorities of participating communities and stakeholders;
- To comply with Federal Emergency Management Agency (FEMA) and State of North Dakota requirements for Plan maintenance;
- To maintain eligibility for state and federal disaster assistance and mitigation grants for both Ward County and for all participating jurisdictions; and
- To ensure this Plan is in harmony with other planning efforts throughout the planning area.

The EMD will continuously monitor the Plan with respect to the purposes noted above, and with respect to the update triggers noted below.

18.2.1 Implementation

In order to ensure efficient and effective implementation, the County will make use of its existing capabilities and infrastructure. The County and all participating jurisdictions will implement the mitigation strategies described in this Plan over the next five years. In many cases, it is intended that these strategies will be implemented as collaborative efforts, as partnerships between the County and the respective jurisdiction.

The County EMD will work in conjunction with those departments identified in both the capability identification and the mitigation strategy section to initiate the strategy outlined in the Mitigation Strategy for each participating jurisdiction. For example, all measures involving public information and outreach will be coordinated with the City Council or County Commission, which serves as the elected representatives of the jurisdiction.

18.2.2 Public Education Programs

At the individual resident level, public education and outreach programs provide the planning area with localized mechanisms for implementation. This approach to mitigation can adapt to the varying vulnerabilities and needs throughout the planning area. Public education programs are

also a means for involving the public in mitigation policy development. Departments conducting mitigation-related programs will provide information regarding proposed mitigation measures to individuals, to aid individuals in choosing methods those that would be most effective in their communities.

The public education programs level will also include NFIP recommended aspects that will help establish the planning area's participating in the CRS, should entity opt to join the program.

18.2.3 Hazard Mitigation Plan Steering Committee

The Ward County Hazard Mitigation Plan Steering Committee, who oversaw the development of this Plan update, will be the body responsible for determining the direction of mitigation policy recommendations and will be responsible for reviewing the performance measures and Plan implementation. The Steering Committee, which also serves as the County's LEPC, represents a County-wide group of hazard and vulnerability experts and government employees whose departments will be responsible for many of the implementation activities. The Steering Committee will be responsible for collaborating on County-wide policies and programs on the city-wide level.

Steering Committee/LEPC meetings occur twice monthly on a regular schedule. When required, but at least annually, the Steering committee will be responsible for monitoring, evaluating, and updating the Plan (discussed below). The Steering Committee will ultimately provide a mechanism for coordination among those departments engaged in mitigation to ensure that a comprehensive and efficient approach be undertaken in the planning area's efforts at all-hazards mitigation. The Ward County Emergency Management Director will initiate and coordinate these efforts.

18.3 Schedule for Monitoring the Plan

Plan monitoring activities will be ongoing. In addition to the FEMA-mandated five year update cycle, the Ward County EMD will perform a review of the Plan at least annually, or more often as circumstances require. At least annually, a progress report will be prepared by each participating jurisdiction, noting any updates to information in the Plan or progress that has been made towards the goals, objectives or actions identified in the Plan. These reports can be found in Appendix E.

In addition to the scheduled reports, the Steering Committee will convene meetings after damage-causing natural hazard events to review the effects of such events. Based on those effects, adjustments to the mitigation priorities identified in the mitigation strategies may be made or additional event-specific actions identified.

18.4 Method and Schedule for Evaluating and Updating the Plan

Note to reviwers: the following dates will be filled in once these events have occurred

The Ward County Hazard Mitigation Plan will be updated within five years, and will be submitted to NDDES and FEMA for review and approval.

Comprehensive review of and revisions to this Plan will be undertaken on a five-year cycle. This Plan was adopted on [Insert Date], and thus must undergo a formal FEMA-compliant update process by [Insert Date + 5 years]. Approximately 18-24 months prior to the five year anniversary of Plan adoption, the EMD will initiate a comprehensive review of the Plan with particular attention to FEMA guidance, and will seek funding to perform this update.

The EMD will prepare a report (1) describing the update requirements; (2) summarizing the staff analysis of the Plan, highlighting areas that require modification and explaining the reasons why the modification is needed, and; (3) providing detailed recommendations about how the Plan should be updated, noting any technical work that may be required. The report will be provided to the Steering Committee for consideration; the Committee will review the report and provide recommendations for updates. The report will also be posted on the County's website for public review and comment, with notifications provided to all participating jurisdictions for dissemination within their community.

The County EMD will be responsible for the completion of any updates determined by the Steering Committee to be necessary.

When the draft updates are completed, the Steering Committee will conduct a comprehensive evaluation and revision. The EMD will produce a final draft of the updated Plan for consideration by the Steering Committee, who will review the updated Plan, indicate any desired changes, and recommend approval and adoption of the Plan in sufficient time to meet FEMA requirements.

18.5 Incorporation into Existing Planning Mechanisms

A wide array of planning authority and action capability exists within the planning area. Some participating jurisdictions have taken the opportunity to incorporate information from the 2008 Plan into their existing programs and decision-making processes, and have used this information to inform themselves of the risks and vulnerabilities they face, in addition to the mitigation strategy described in that Plan. This information has been used, to the extent possible and practicable, to create more sustainable, disaster-resilient communities. This effort will continue with the adoption and approval of this Plan, which contains a higher degree of detailed information by jurisdiction than previous versions of the Plan.

A variety of existing plans were reviewed and considered during the development of this Plan update, including:

- Comprehensive Plans;
- Land Use Plans;
- Master Plans;
- Zoning Codes/Ordinances; and
- Stormwater Plans/Policies.

Going forward, this Plan will be considered in the development and updating of new and existing plans and planning efforts. All participating jurisdictions in this Plan are responsible for creating and maintaining a process by which this Plan will be considered and incorporated into their other planning mechanisms. This work will be accomplished with the assistance of the Ward County EMD.

Upon approval of this Plan, each participating jurisdictions will be provided with a copy of the approved Plan. The identified point of contact for each participating jurisdiction will be responsible for ensuring that the approved Plan is available to the appropriate staff within the jurisdiction, to ensure that the Plan can be incorporated into all applicable planning mechanisms. In addition, the Plan will be posted to the County's website, where it will be available to and accessible by the general public as well as all participating jurisdictions.

18.6 Circumstances that will Initiate Plan Review and Updates

This section identifies the circumstances or conditions under which the Ward County EMD will initiate Plan reviews and/or updates:

- On the recommendation of the Steering Committee or on its own initiative, any City Council or County Commission may initiate a Plan review at any time.
- At the close of each calendar year.
- After natural hazard events that appear to significantly change the apparent risk to planning area's assets, operations and/or constituents.

The Plan will guide the planning area's mitigation efforts for the foreseeable future. The Steering Committee has developed a method to ensure that regular review and update of the Plan occurs within a five-year cycle. The Ward County EMD will coordinate all reviews.

The Ward County EMD will collaborate with members of the Steering Committee to monitor and evaluate the mitigation strategy implementation. This will be done through project implementation tracking. Findings will be presented and discussed at LEPC/Steering Committee meetings.

At the close of each calendar year, the Ward County EMD will provide each participating jurisdiction with a project implementation questionnaire. This questionnaire will provide the mechanism by which project implementation information can be collected and tracked, and will allow for an assessment of the overall implementation of the Plan, at both the County and the municipal levels.

The EMD will provide a report of the entire implementation strategy to the Steering Committee during meetings. This report will drive will include the following:

- Updates on implementation at the public education and community planning levels;
- Updates on mitigation activities undertaken;
- Changes or anticipated changes in hazard risk and vulnerability at the county, regional, State, FEMA, and US Department of Homeland Security levels;
- Any implementation activities undertaken, by participating jurisdiciton;
- Problems encountered or success stories; and
- Any technical or scientific advances that may alter, make easier, or create new measures.

Finally, the Steering Committee will determine updates to the strategy based on the above information and a discussion of:

- The various resources available through budgetary means as well as any relevant grants;
- The current and expected political environment and public opinion; and
- Meeting the mitigation goals with regards to changing conditions.

18.7 Continued Public Involvement

As noted above, this Plan will be evaluated and updated periodically and when certain triggering events occur. The County and participating jurisdictions will utilize public notices in an effort to include the public in the update process. The County EMD, in conjunction with the participating jurisdictions, will undertake public outreach and awareness activities as outlined in the Mitigation Strategy.

Ward County and its participating jurisdictions are dedicated to continued public involvement and education in review and updates of the Plan. This dedication is reflected in many of the mitigation measures described in the Mitigation Strategies. The Steering Committee will seek comment at such time the plan undergoes a formal update. In addition, the Steering Committee is committed to public education and will include information regarding hazard mitigation and community disaster resistance in educational materials and presentations as appropriate.

The public will also have the opportunity to provide ongoing feedback about the Plan. The County will maintain a copy of the Plan on its website, which will be accessible to the general public for the entire approval period.

The tiered implementation structure provides an opportunity for continuous public involvement. Public education campaigns and community planning groups are a means of informing the public on updates and implementation activities. Each participating jurisdiction will provide a public meeting prior to the adoption of the Plan; public comments will be requested during this meeting. The meeting will provide the public a forum for expressing concerns, opinions, or ideas about the Plan as well as other plans. These meetings will be advertised in advance through a variety of media.

18.8 Points of Contact for Plan Monitoring and Maintenance Activities

The following table (Table 18.8-1) lists the identified points of contact for each participating jurisdiction in the Plan.

Table 18.1-1
Ward County Hazard Mitigation Plan – Points of Contact

Ward County Hazard Mitigation Plan – Points of Contact			
Name	**Title**	**Municipality /Department**	**Contact Information**
Rich Blahut	Chief	City of Berthold Fire Department	701.833.5734
Jeanine Kabanuk	Councilmember	City of Burlington	kabanuk@min.midco.net
Kal Myers	Mayor	City of Carpio	Kalmyers.km@gmail.com
Darrell Francis	Councilmember	City of Des Lacs	jfrancis@minot.com
Gayle Lawson	City Auditor	City of Donnybrook -	701.482.7856
Joe Nelson	Mayor	City of Douglas	
Barb Wiedmer	City Auditor	City of Kenmare	701.385.4232
Tyler Stafslien	Mayor	City of Makoti	
Dan Jonasson	Director	City of Minot Public Works	Dan.Jonasson@minotnd.org
Jodi Reinisch	Mayor	City of Ryder	reinisch@rtc.coop
Cody Roteliuk	City Auditor	City of Sawyer	Sawyer81@srt.com
Jason Vaagen	City Auditor	City of Surrey	surreycityauditor@srt.com
Amanda Schooling	Director	Ward County Emergency Management	Amanda.Schooling @wardnd.com

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