

Section 18: Monitoring & Maintenance

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18.1 Requirement for Monitoring & 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 primary point of contact for Ward County Emergency Management is:

Amanda Schooling

Ward County Emergency Management Director

225 3rd Street Southeast

Minot, ND 58701

701.857.6534

amanda.schooling@wardnd.com

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

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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 document the planning area's participating in the CRS, for those communities that benefit from membership in the program.

18.2.3 Hazard Mitigation Plan Advisory Committee

The Ward County Hazard Mitigation Plan Advisory 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 Advisory Committee 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 Advisory Committee is responsible for collaborating on County-wide policies and programs on the city-wide level.

When required, but at least annually, the Advisory Committee will be responsible for monitoring, evaluating, and updating the Plan (discussed following). The Advisory 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.

In addition to the scheduled reports, the Advisory 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 & Schedule for Evaluating and Updating the Plan

The Ward County Hazard Mitigation Plan will be updated within five years, and will be submitted to NDDDES 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 in **xx**, and thus must undergo a formal FEMA-compliant update process by **xx**. Approximately 24

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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 Advisory 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 Advisory Committee to be necessary.

When the draft updates are completed, the Advisory Committee will conduct a comprehensive evaluation and revision. The EMD will produce a final draft of the updated Plan for consideration by the Advisory 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 2013 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.

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Prior to the development or update of any plan within Ward County, the mitigation plan will be reviewed and incorporated into the planning process. The point of contact for each jurisdiction, listed below in Table 1, will coordinate and will serve as a point of reference during the development and update of any other plans within the jurisdiction. This work will be accomplished with the assistance of the Ward County EMD, who will also coordinate with the jurisdictions to ensure the plan has been incorporated into other planning processes prior to the finalization of any planning/emergency based document. Below is a list of plans that will consider this hazard mitigation plan during development and updating.

- Ward County/Minot Emergency Operations Plan (Ward County and Minot)
- Ward County Debris Management Plan (Ward County and all cities)
- Jurisdiction Emergency Operations Plans (all cities)
- Minot Flood Action Plan (Minot)
- Ward County Flood Action Plan (Burlington, Carpio, Donnybrook, Sawyer, and Ward County)
- Storm Water Management Plan (Burlington, Carpio, Donnybrook, Minot, and Sawyer)
- Lake Darling Emergency Action Plan (Burlington, Minot, Sawyer, and Ward County)
- Shelter Plan (Ward County and all cities)
- Zoning Ordinances (Ward County and all cities)
- Building Codes (Ward County and all cities)

Upon approval of this Plan, each participating jurisdiction 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 Advisory 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 Advisory 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.

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The Ward County EMD will collaborate with members of the Advisory 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/Advisory 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 Advisory 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 jurisdictions
- Problems encountered or success stories; and
- Any technical or scientific advances that may alter, make easier, or create new measures.

Finally, the Advisory 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 previously, 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 Strategy. The Advisory Committee will seek comment at such time the plan undergoes a formal update. In addition, the Advisory Committee is committed to public education and will include information regarding hazard mitigation and community disaster resistance in educational materials and presentations as appropriate.

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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 & Maintenance Activities

Table 1: Local Points of Contact for Plan

Ward County Hazard Mitigation Plan – Points of Contact			
Name	Title	Municipality /Department	Contact Information
Chris Burnside	Councilmember	City of Berthold	mcburnside@berthold-nd.gov
Diane Fugere	City Auditor	City of Burlington	701.852.5233
Chris Helseth	Councilmember	City of Carpio	christopher.helseth@hotmail.com
Jody Askvig	City Auditor	City of Des Lacs	jody.askvig@k12.nd.us
Nicole Michalenko	City Auditor	City of Donnybrook	Nicole58734@yahoo.com
Bill Gagnon	Councilmember	City of Douglas	701.720.5348
Jamie Livingston	Councilmember	City of Kenmare	jlivingston@sbt.com
Tyler Stafslie	Mayor	City of Makoti	tystafslie@yahoo.com
Jason Olson	Chief	City of Minot Police Department	jason.olson@minotnd.org
Jodi Reinisch	Mayor	City of Ryder	reinisch@rtc.coop
Susan Schmidt	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

18.9 Ward County and Municipal Documents

Wherever possible, this Plan incorporates information and recommendations consistent with Ward County and Municipal Documents. The update of these documents, as necessary, will be monitored as part of this plan’s monitoring process.

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Table 2: County Documents and Data Utilized

County Documents and Data Utilized	
Existing Program/Policy/Technical Documents	Method of Incorporation into the Plan
Construction and Building Permits Data	Used in establishing planning context, development of mitigation strategies
GIS database maps, infrastructure, hazards	Used to develop HIRA and mitigation strategies
Emergency Operations Plan	Used to develop HIRA, capability assessments, and mitigation strategies
Data related to critical assets	Used to develop HIRA, capability assessments, and mitigation strategies
Repetitive Loss /Severe Repetitive Loss (RL/SRL) inventory and data	Used to develop HIRA, capability assessments, and mitigation strategies
Website materials (various)	Used to develop HIRA, planning context, capability assessments, and mitigation strategies
Hazard and vulnerability data	Used to develop HIRA and mitigation strategies
Ward County ground water studies	Used to develop HIRA and mitigation strategies

Table 3: Municipal Documents and Data Utilized

Municipal Documents and Data Utilized	
Existing Program/Policy/Technical Documents	Method of Incorporation into the Plan
Comprehensive Plans, land use plans/ordinances (various municipalities, as available)	Used to develop HIRA, planning context, capability assessments, and mitigation strategies
Zoning and subdivision ordinances (various municipalities, as available)	Used to develop HIRA, planning context, capability assessments, and mitigation strategies
Hazard and vulnerability data (various municipalities, as available)	Used to develop HIRA, planning context, capability assessments, and mitigation strategies
Asset valuation data (various municipalities, as available)	Used to develop HIRA, planning context, capability assessments, and mitigation strategies
Recovery plans and documents (various municipalities, as available)	Used to develop HIRA, capability assessments, and mitigation strategies