

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

38 **18.2 Method for Monitoring the Plan**

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

45
46 This Plan will be monitored by the Ward County Emergency Management Director (EMD). The EMD will
47 monitor the plan for several related purposes:

- 48
- 49 • To maintain the currency of hazard and risk information;
- 50 • To ensure that the mitigation strategies reflect the priorities of participating communities and
51 stakeholders;
- 52 • To comply with Federal Emergency Management Agency (FEMA) and State of North Dakota
53 requirements for Plan maintenance;
- 54 • To maintain eligibility for state and federal disaster assistance and mitigation grants for both
55 Ward County and for all participating jurisdictions; and
- 56 • To ensure this Plan is in harmony with other planning efforts throughout the planning area.

57
58 The EMD will continuously monitor the Plan with respect to the purposes noted above, and with respect
59 to the update triggers noted below.

60

61 **18.2.1 Implementation**

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

67
68 The County EMD will work in conjunction with those departments identified in both the capability
69 identification and the mitigation strategy section to initiate the strategy outlined in the Mitigation
70 Strategy for each participating jurisdiction. For example, all measures involving public information and
71 outreach will be coordinated with the City Council or County Commission, which serves as the elected
72 representatives of the jurisdiction.

73

74 **18.2.2 Public Education Programs**

75 At the individual resident level, public education and outreach programs provide the planning area with
76 localized mechanisms for implementation. This approach to mitigation can adapt to the varying
77 vulnerabilities and needs throughout the planning area. Public education programs are also a means for
78 involving the public in mitigation policy development. Departments conducting mitigation-related

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79 programs will provide information regarding proposed mitigation measures to individuals, to aid
80 individuals in choosing methods those that would be most effective in their communities.

81
82 The public education programs level will also include NFIP recommended aspects that will help document
83 the planning area’s participating in the CRS, for those communities that benefit from membership in the
84 program.

85
86 **18.2.3 Hazard Mitigation Plan Advisory Committee**

87 The Ward County Hazard Mitigation Plan Advisory Committee, who oversaw the development of this Plan
88 update, will be the body responsible for determining the direction of mitigation policy recommendations
89 and will be responsible for reviewing the performance measures and Plan implementation. The Advisory
90 Committee represents a County-wide group of hazard and vulnerability experts and government
91 employees whose departments will be responsible for many of the implementation activities. The
92 Advisory Committee is responsible for collaborating on County-wide policies and programs on the city-
93 wide level.

94
95 When required, but at least annually, the Advisory Committee will be responsible for monitoring,
96 evaluating, and updating the Plan (discussed following). The Advisory Committee will ultimately provide a
97 mechanism for coordination among those departments engaged in mitigation to ensure that a
98 comprehensive and efficient approach be undertaken in the planning area’s efforts at all-hazards
99 mitigation. The Ward County Emergency Management Director will initiate and coordinate these efforts.

100
101 **18.3 Schedule for Monitoring the Plan**

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

107
108 In addition to the scheduled reports, the Advisory Committee will convene meetings after damage-
109 causing natural hazard events to review the effects of such events. Based on those effects, adjustments
110 to the mitigation priorities identified in the mitigation strategies may be made or additional event-specific
111 actions identified.

112
113 **18.4 Method & Schedule for Evaluating and Updating the Plan**

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

116
117 Comprehensive review of and revisions to this Plan will be undertaken on a five-year cycle. This Plan was
118 adopted in xx, and thus must undergo a formal FEMA-compliant update process by xx. Approximately 24

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119 months prior to the five-year anniversary of Plan adoption, the EMD will initiate a comprehensive review
120 of the Plan with particular attention to FEMA guidance, and will seek funding to perform this update.
121

122 The EMD will prepare a report (1) describing the update requirements; (2) summarizing the staff analysis
123 of the Plan, highlighting areas that require modification and explaining the reasons why the modification
124 is needed, and; (3) providing detailed recommendations about how the Plan should be updated, noting
125 any technical work that may be required. The report will be provided to the Advisory Committee for
126 consideration; the Committee will review the report and provide recommendations for updates. The
127 report will also be posted on the County's website for public review and comment, with notifications
128 provided to all participating jurisdictions for dissemination within their community.
129

130 The County EMD will be responsible for the completion of any updates determined by the Advisory
131 Committee to be necessary.
132

133 When the draft updates are completed, the Advisory Committee will conduct a comprehensive evaluation
134 and revision. The EMD will produce a final draft of the updated Plan for consideration by the Advisory
135 Committee, who will review the updated Plan, indicate any desired changes, and recommend approval
136 and adoption of the Plan in sufficient time to meet FEMA requirements.
137

138 18.5 Incorporation into Existing Planning Mechanisms

139 A wide array of planning authority and action capability exists within the planning area. Some
140 participating jurisdictions have taken the opportunity to incorporate information from the 2013 Plan into
141 their existing programs and decision-making processes, and have used this information to inform
142 themselves of the risks and vulnerabilities they face, in addition to the mitigation strategy described in
143 that Plan. This information has been used, to the extent possible and practicable, to create more
144 sustainable, disaster-resilient communities. This effort will continue with the adoption and approval of
145 this Plan, which contains a higher degree of detailed information by jurisdiction than previous versions of
146 the Plan.
147

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

- 151 • Comprehensive Plans;
- 152 • Land Use Plans;
- 153 • Master Plans;
- 154 • Zoning Codes/Ordinances; and
- 155 • Stormwater Plans/Policies.

156
157 Going forward, this Plan will be considered in the development and updating of new and existing plans
158 and planning efforts. All participating jurisdictions in this Plan are responsible for creating and maintaining

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159 a process by which this Plan will be considered and incorporated into their other planning mechanisms.
160 This work will be accomplished with the assistance of the Ward County EMD.

161
162 Upon approval of this Plan, each participating jurisdiction will be provided with a copy of the approved
163 Plan. The identified point of contact for each participating jurisdiction will be responsible for ensuring that
164 the approved Plan is available to the appropriate staff within the jurisdiction, to ensure that the Plan can
165 be incorporated into all applicable planning mechanisms. In addition, the Plan will be posted to the
166 County’s website, where it will be available to and accessible by the general public as well as all
167 participating jurisdictions.

168
169 **18.6 Circumstances that will Initiate Plan Review and Updates**

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

- 172
- 173 • On the recommendation of the Advisory Committee or on its own initiative, any City Council or
174 County Commission may initiate a Plan review at any time.
 - 175 • At the close of each calendar year.
 - 176 • After natural hazard events that appear to significantly change the apparent risk to planning
177 area’s assets, operations and/or constituents.

178
179 The Plan will guide the planning area’s mitigation efforts for the foreseeable future. The Advisory
180 Committee has developed a method to ensure that regular review and update of the Plan occurs within a
181 five-year cycle. The Ward County EMD will coordinate all reviews.

182
183 The Ward County EMD will collaborate with members of the Advisory Committee to monitor and
184 evaluate the mitigation strategy implementation. This will be done through project implementation
185 tracking. Findings will be presented and discussed at LEPC/Advisory Committee meetings.

186
187 At the close of each calendar year, the Ward County EMD will provide each participating jurisdiction with
188 a project implementation questionnaire. This questionnaire will provide the mechanism by which project
189 implementation information can be collected and tracked, and will allow for an assessment of the overall
190 implementation of the Plan, at both the County and the municipal levels.

191
192 The EMD will provide a report of the entire implementation strategy to the Advisory Committee during
193 meetings. This report will drive will include the following:

- 194
- 195 • Updates on implementation at the public education and community planning levels;
 - 196 • Updates on mitigation activities undertaken;
 - 197 • Changes or anticipated changes in hazard risk and vulnerability at the county, regional, state,
198 FEMA, and US Department of Homeland Security levels;
 - 199 • Any implementation activities undertaken, by participating jurisdictions

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- 200 • Problems encountered or success stories; and
- 201 • Any technical or scientific advances that may alter, make easier, or create new measures.

202

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

205

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

209

210 18.7 Continued Public Involvement

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

215

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

222

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

226

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

233

234 18.8 Points of Contact for Plan Monitoring & Maintenance Activities

235

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236 *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

237

238 **18.9 Ward County and Municipal Documents**

239

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

243

244 *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

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County Documents and Data Utilized	
Existing Program/Policy/Technical Documents	Method of Incorporation into the Plan
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

245

246 *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

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