
5 PLAN MAINTENANCE PROCESS

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This chapter provides an overview of the overall strategy for plan maintenance and outlines the method and schedule for monitoring, updating and evaluating the plan. The chapter also discusses incorporating the plan into existing planning mechanisms and how to address continued public involvement.

5.1 Monitoring, Evaluating, and Updating the Plan

44 CFR Requirement 201.6(c)(4): 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.

5.1.1 Responsibility for Plan Maintenance

The Shelby County MPC is not a standing committee, and therefore responsibility for maintenance of the plan actions in Section 4 will reside with the Jurisdictional Representatives referenced in the chart on page i. These individuals are responsible for seeing that the actions which they have put in the plan are eventually implemented, if possible. These individuals or entities will meet annually as a “plan maintenance committee” with the Shelby County Commission to evaluate the implementation of various actions within their jurisdiction. They will also meet after any major disaster event. These individuals will maintain vigilant monitoring of multi-objective, cost-share, and other funding opportunities to help their community or school district implement the plan’s recommended actions for which no current funding exists, and keep the concept of mitigation in the forefront of decision making by identifying plan recommendations when other goals, plans, and activities overlap, influence, or directly affect increased vulnerability to disasters.

Like the planning committee, the maintenance committee is an advisory body and can only make recommendations to county, city, town, or district elected officials. Its primary duty is to see the plan successfully carried out and to report to the community governing board and the public on the status of plan implementation and mitigation opportunities. Other duties include reviewing and promoting mitigation proposals, hearing stakeholder concerns about hazard mitigation, passing concerns on to appropriate entities, and posting relevant information in areas accessible to the public.

5.1.2 Plan Maintenance Schedule

The MPC (or other designated responsible entity) agrees to meet annually and after a state or federally declared hazard event as appropriate to monitor progress and update the mitigation strategy. The Shelby County Emergency Management Director will be responsible for initiating the plan reviews and will invite members of the MPC (or other designated responsible entity) to the meeting.

In coordination with all participating jurisdictions, the Shelby County Emergency Management Director will initiate a five-year written update of the plan which will be submitted to the Missouri State Emergency Management Agency (SEMA) and FEMA Region VII per Requirement §201.6(c)(4)(i) of the Disaster Mitigation Act of 2000, unless disaster or other circumstances (e.g., changing regulations) require a change to this schedule.

5.1.3 Plan Maintenance Process

Progress on the proposed actions can be monitored by evaluating changes in vulnerabilities identified in the plan. The MPC (or other designated responsible entity) during the annual meeting should review changes in vulnerability identified as follows:

- Decreased vulnerability as a result of implementing recommended actions,
- Increased vulnerability as a result of failed or ineffective mitigation actions,
- Increased vulnerability due to hazard events, and/or
- Increased vulnerability as a result of new development (and/or annexation).

Future 5-year updates to this plan will include the following activities:

- Consideration of changes in vulnerability due to action implementation,
- Documentation of success stories where mitigation efforts have proven effective,
- Documentation of unsuccessful mitigation actions and why the actions were not effective,
- Documentation of previously overlooked hazard events that may have occurred since the previous plan approval,
- Incorporation of new data or studies with information on hazard risks,
- Incorporation of new capabilities or changes in capabilities,
- Incorporation of growth data and changes to inventories, and
- Incorporation of ideas for new actions and changes in action prioritization.

In order to best evaluate any changes in vulnerability as a result of plan implementation, the participating jurisdictions will adopt the following process:

- Each proposed action in the plan identified an individual, office, or agency responsible for action implementation. This entity will track and report on an annual basis to the jurisdictional MPC (or designated responsible entity) member on action status. The entity will provide input on whether the action as implemented meets the defined objectives and is likely to be successful in reducing risk.
- If the action does not meet identified objectives, the jurisdictional MPC (or designated responsible entity) member will determine necessary remedial action, making any required modifications to the plan.

Changes will be made to the plan to remedy actions that have failed or are not considered feasible. Feasibility will be determined after a review of action consistency with established criteria, time frame, community priorities, and/or funding resources. Actions that were not ranked high but were identified as potential mitigation activities will be reviewed as well during the monitoring of this plan. Updating of the plan will be accomplished by written changes and submissions, as the (MPC or designated responsible entity) deems appropriate and necessary. Changes will be approved by the Shelby County Commissioners and the governing boards of the other participating jurisdictions.

5.2 Incorporation into Existing Planning Mechanisms

44 CFR 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.

For the most part the participating jurisdictions did not incorporate the previously approved mitigation plan into other planning mechanisms due to the other plans already being approved.

Where possible, plan participants, including school districts will use existing plans and/or programs to implement hazard mitigation actions. Those existing plans and programs were described in Section 2 of this plan. Based on the capability assessments of the participating jurisdictions, communities in Shelby County will continue to plan and implement programs to reduce losses to life and property from hazards. This plan builds upon the momentum developed through previous and related planning efforts and mitigation programs and recommends implementing actions, where possible, through the following plans:

- General or master plans of participating jurisdictions;
- Ordinances of participating jurisdictions;
- Shelby County Emergency Operations Plan;
- Capital improvement plans and budgets;
- Other community plans within the County, such as water conservation plans, storm water management plans, and parks and recreation plans;
- School District Plans and budgets; and
- Other plans and policies outlined in the capability assessment sections for each jurisdiction in Chapter 2 of this plan.

The MPC (or designated responsible entity) members involved in updating these existing planning mechanisms will be responsible for integrating the findings and actions of the mitigation plan, as appropriate. The MPC (or designated responsible entity) is also responsible for monitoring this integration and incorporation of the appropriate information into the five-year update of the multi-jurisdictional hazard mitigation plan.

Additionally, after the annual review of the Hazard Mitigation Plan, the Shelby County Emergency Management Director will provide the updated Mitigation Strategy with current status of each mitigation action to the County Commissioners as well as all Mayors, City Clerks, and School District Superintendents. The Emergency Manager Director will request that the mitigation strategy be incorporated, where appropriate, in other planning mechanisms.

0 below lists the planning mechanisms by jurisdiction into which the Hazard Mitigation Plan will be integrated.

Table 1.1. Planning Mechanisms Identified for Integration of Hazard Mitigation Plan

Jurisdiction	Planning Mechanisms
Unincorporated Shelby County	County Emergency Operations Plan County Mitigation Plan Regional Transportation Plan Comprehensive Economic Development Strategy
Shelbina	County Mitigation Plan Transportation Plan Land-Use Plan
Shelbyville	County Mitigation Plan Transportation Plan
Bethel	Capital Improvement Plan Local Emergency Plan County Mitigation Plan Transportation Plan Land-Use Plan
Clarence	Local Emergency Plan County Mitigation Plan Transportation Plan
Hunnewell	County Mitigation Plan Transportation Plan
North Shelby	Master Plan School Emergency Plan Weapons Policy
Shelby County R-IV	Capital Improvement Plan Weapons Policy

5.3 Continued Public Involvement

44 CFR 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 hazard mitigation plan update process provides an opportunity to publicize success stories resulting from the plan’s implementation and seek additional public comment. Information about the annual reviews will be posted in the local newspaper as well as on the Shelby County website following each annual review of the mitigation plan. When the MPC reconvenes for the five-year update, it will coordinate with all stakeholders participating in the planning process. Included in this group will be those who joined the MPC after the initial effort, to update and revise the plan. Public notice will be posted and public participation will be actively solicited, at a minimum, through available website postings and press releases to local media outlets, primarily newspapers.