

Building the Mitigation Planning Team



FEMA Region 10 Mitigation Planning Program Coffee Break Webinar Series

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Brett Holt, FEMA Region 10 Mitigation Planning Program Manager

Amanda Siok, FEMA Region 10 Mitigation Planner

Lisa Corbly, Multnomah County, Planner



FEMA



TEAM



At the end of this webinar, participants will be able to:

1. Describe the role of the planning team
2. Identify steps the planning team takes in developing/updating the mitigation plan
3. Identify preferred team members and capabilities
4. Explore various ways to engage team members
5. Identify the FEMA Requirements as it relates to the Planning Team and Process

Objectives

- Kenai Peninsula Borough, AK
- Ada County, ID
- Fremont County, ID
- Albany, OR
- Confederated Tribes of the Umatilla Indian Reservation, OR
- Clatsop County, OR
- Marion County, OR
- Kitsap County, OR
- Portland, OR
- Washington County, OR
- King County, WA
- Pierce County, WA
- Quinault Indian Nation, WA
- Renton, WA
- Spokane County, WA

Thank you!

Provided testimonials
and/or examples for this
webinar

What is Mitigation?

Mitigation is the reduction or elimination of long-term risk to human life and property from hazards



Emergency Management Activities

Role of the Planning Team

1. Provide insight into the community
2. Engage community members
3. Serve as “connectors” to other stakeholders
4. Identify vulnerabilities of each jurisdiction
5. Develop potential solutions for each jurisdiction
6. Be champions for community resilience and hazard mitigation



Foundation for Success



The Mitigation Planning Team

Planning Team Requirements



Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction?

44 CFR 201.6(c)(1)

- Documentation of how the plan was prepared **must** include the schedule or timeframe and activities that made up the plan's development as well as who was involved. *Document means provide the factual evidence for how the jurisdictions developed the plan.*
- The plan **must** list the jurisdiction(s) participating in the plan that seek approval.
- For each jurisdiction seeking plan approval, the plan **must** document how they were involved in the planning process.

Tribal Multi-Hazard Mitigation
Planning Guidance

March 2010

Local Mitigation
Plan Review Guide

October 1, 2011



Attendance and active...such that they can bring it back to their leaders and push a continued resiliency program.

Kitsap County, WA

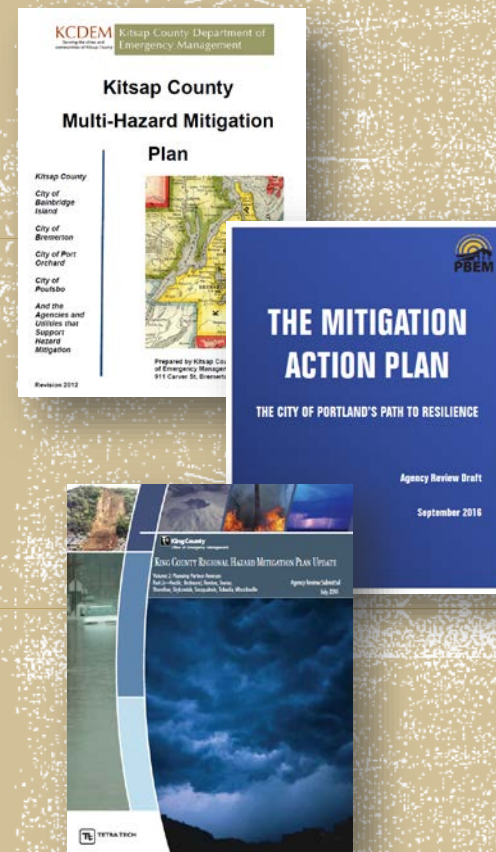
Individuals are interested in participating (not mandated) and have the authority to invest their own time and make project prioritization decisions on behalf of their organization or department.

City of Renton, WA

A diversity of experience and interests--including both technical knowledge and community interests/concerns knowledge. Shared commitment to taking the time needed to do the work.

City of Portland, OR

What makes a good mitigation planning team?



First Step....Leadership



Planning Team Members

Expertise in...

- People and social conditions
- Built and natural environments
- Hazards and disaster history
- Hazard mitigation promotion
- Regulating Development
- Private sector dynamics

We recruited widely, working with both public and private stakeholders for participation.

Marion County, OR

Members of...

- Previous planning team
- Committee that oversees land use planning
- Local emergency planning committee

Also...

- “Put me in coach!” or “Pick me! Pick me!”
- Deliberate, Hand Select
- Start small and build up

Team Members

- **Local Community Planners**

- ✓ Understand past, current, and future community development trends, the policies or activities that affect development, and the relationship between hazards and development

- **Public works/Engineering Staff**

- Identify current or projected problems for the community's infrastructure that can be addressed through capital improvements supported by the mitigation plan.

- **Emergency Managers**

- ✓ First responders to disasters, have information on past occurrences and existing preparedness measures, and have a direct line of communication with the State emergency management agency

- **Elected and Executive Officials; Tribal Council**

- ✓ Mindful of the community/tribe as a whole and communicate how the mitigation plan can support other social, economic, or environmental goals for the community

- **Floodplain Administrator**

- ✓ Information on your community's flood hazard maps, floodplain ordinance, repetitive loss properties, and actions to continue compliance with the National Flood Insurance Program and reduce flood losses

- **Fire Chief or Wildfire Mitigation Specialist**

- ✓ Information on wildfire history, wildland-urban interface ordinance, Fire Adapted Community or Firewise programs, understanding of wildfire behavior and risk

More Team Members

- **GIS Specialists**
 - ✓ Analyze and map data to support the planning process and communicate complex information, such as the locations of assets at risk in threat- or hazard-prone areas and estimates of damage for a particular disaster scenario.
- **State and Federal Partners**
 - ✓ Provide available data, understand how to identify and leverage resources across agencies, and can identify state and Federal programs with complementary missions.
- **Social Services Agencies**
 - ✓ Ensure the needs concerns of low-income and special needs populations are addressed
- **Community Members**
- **Housing Authorities**
- **Public Information Officer**
- **Environmental protection/public health**
- **Parks/Recreation**
- **Building Department/Code Enforcement**
- **Business Leaders**
- **Colleges and universities**
- **Nonprofit organizations**

Worksheet 2.1

Mitigation Planning Team Worksheet

Mitigation

Use this worksheet to identify organizations that do not have outreach and involve organizations in your community which will be involved in the mitigation planning process.

Planning Team – The team that will develop the final content of the plan.

Stakeholders – Individuals and organizations that have an interest in the plan.

Partner Organization
Local Agencies
Building Code Enforcement
City Management/Community Development
Emergency Management
Fire Department/District
Floodplain Administration
Geographic Information Systems
Parks and Recreation
Planning/Community Development
Public Works
Stormwater Management
Transportation (Roads)
City Council/Board of Commissioners
Planning Commission
Planning/Community Development
Regional/Metropolitan Planning Organization
City/County Attorney
Economic Development
Local Emergency Planning Committee
Police/Sheriff's Department
Sanitation Department
Tax Assessor's Office
Special Districts and Other
Airport, Seaport Authority
Fire Control District
Flood Control District
School District(s)
Transit Authority
Utility Districts

Partner Organization	Planning Team	Stakeholder	Notes
Non-Governmental Organizations			
American Red Cross			
Chamber of Commerce			
Community/Faith-Based Organizations			
Environmental Organizations			
Homeowners Associations			
Neighborhood/Community Organizations			
Utility Companies			
State Agencies			
State Emergency Management Agency			
State Dam Safety			
State Department of Transportation			
State Fire and Forestry Agency			
State Geological Survey			
State Water Resources Agency			
State National Flood Insurance Program Coordinator			
State Planning Office			
Federal Agencies			
Federal Emergency Management Agency			
Land Management Agencies (USFS/NPS/BLM)			
National Weather Service			
US Army Corps of Engineers			
US Department of Housing and Urban Development			
US Department of Transportation			
US Environmental Protection Agency			
US Geological Survey			
Other			
Tribal Officials			
Colleges/Universities			
Land Developers and Real Estate Agencies			
Major Employers and Businesses			
Professional Associations			
Neighboring Jurisdictions			

Note: Multi-jurisdictional planning teams require at least one representative for each participating jurisdiction. This worksheet can be used by each jurisdiction to identify their local sub-team.

Planning Team Worksheet

FEMA Local Mitigation Planning Handbook



Local Mitigation Planning Handbook

March 2013



Planning Team and Community Rating System (CRS)

500 Activities

- Committee composed of staff from those community departments that implement or have expertise in preventive measures (e.g., codes), property protection (e.g., elevation), natural resource protection, emergency services, structural flood control projects, and public information
- If the planning committee includes representatives from the public and other stakeholders (with no attachment to local government), additional credit is provided
- The committee must meet a sufficient number of times to involve the members in the following key steps of the planning process (e.g., at least one meeting on each step):
 - Step 4. Assess the hazard,
 - Step 5. Assess the problem,
 - Step 6. Set goals,
 - Step 7. Review possible activities, and
 - Step 8. Draft an action plan.
- Points provide if committee are formally created or recognized by action of the community's governing body



OMB No. 1660-0022
Expires: December 31, 2016

National Flood Insurance Program
Community Rating System

Coordinator's Manual

FIA-15/2013



FEMA

Mitigation Planning & Community Wildfire Protection Planning Teams

Additional Team Member Considerations

- Property owners
- Public land management agencies
- Forest industry groups
- Forestry contractors and workers
- Insurance companies
- Environmental organizations
- Community-based
- Forestry groups/collaboratives
- Watershed councils
- Other non-government organizations
- Scientists

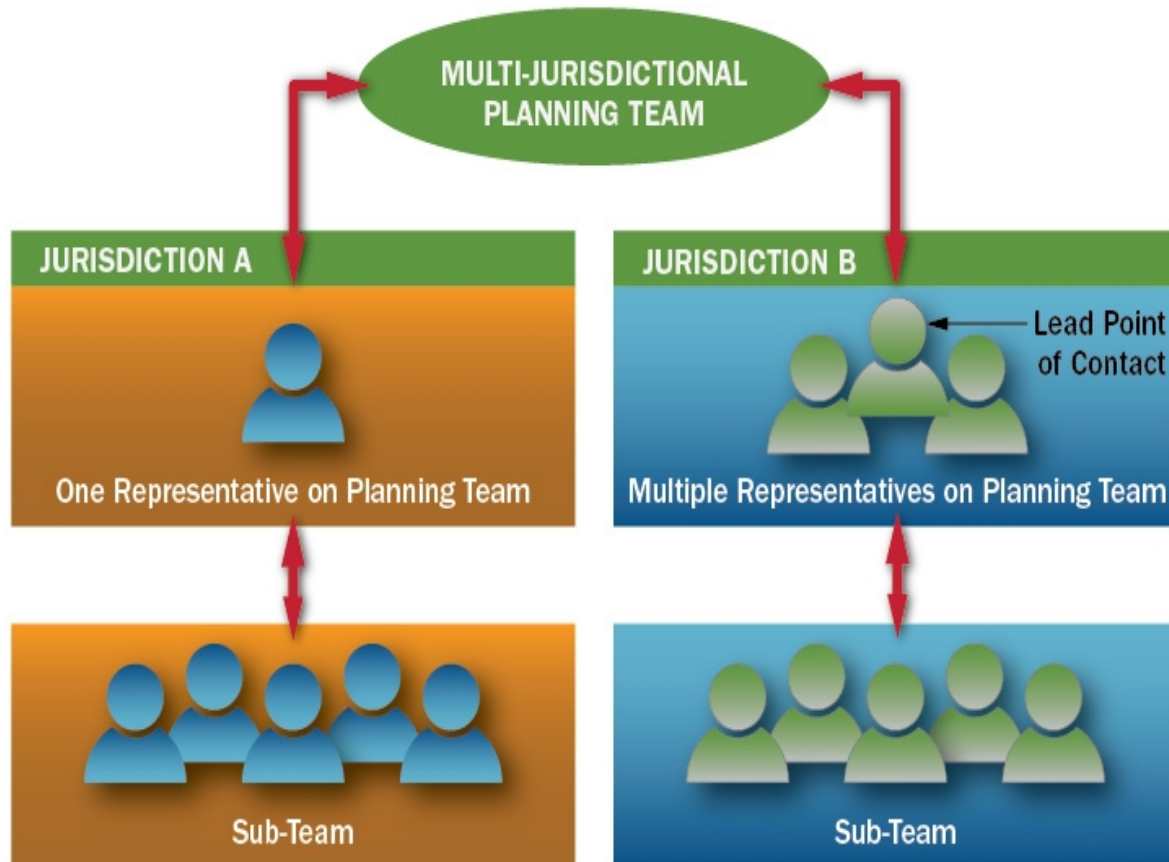


COMMUNITY GUIDE to Preparing and Implementing a Community Wildfire Protection Plan

AUGUST 2008

A supplemental resource guide to *Preparing a Community Wildfire Protection Plan: A Handbook for Wildland-Urban Interface Communities*, March 2004

Multi-Jurisdictional Planning Teams



Our plan includes three jurisdictions, but each jurisdiction has their own steering committee and implementation efforts.

Washington Co, OR

Planning Team

- Doug Hardman (ACEM)—Director
- Paul Marusich (ACEM)—Emergency Planner-County Project Manager
- Rob Flaner (Tetra Tech)—Lead project Planner
- Carol Bauman (Tetra Tech)—Hazus/GIS lead
- Stephen Veith (Tetra Tech)—Hazus/GIS support

Planning Partnership

- Ada County—Doug Hardman, Director, Ada County Emergency Management
- City of Boise—Romeo Gervais, Deputy Chief
- City of Eagle—Mike Williams, CFM, Planner III
- City of Garden City— John Evans, Mayor
- City of Kuna—Mike Borzick, GIS Manager
- City of Meridian—Kyle Radek, Assistant City Engineer
- City of Star— Chad Bell, Mayor

Table 3-1. Special Purpose District Planning Partners

District	Point of Contact	Title
Eagle Fire Protection District	Mike Winkle	Fire Chief
Kuna Rural Fire District	Terry D. Gammel	Assistant fire chief
North Ada County Fire and Rescue	Michael Irvan	Commission Chair
Star Joint Fire Protection District	Greg Timinsky	Fire Chief
Star Sewer and Water District	Hank Day	General Manager
Whitney Fire Protection District	Rem Ross	Fire Chief
Drainage District #4	Mike Dimmick	Board Chair
Eagle Sewer District	Lynn Moser	General Manager
Joint School District #2	Spencer McLean	Administrator of Building and Grounds
Independent School District of Boise City #1	Mike Munger	Safety and Security Specialist
Greater Boise Auditorium District	Patrick D. Rice	Executive Director
Ada County Highway District	Tim Nicholson	Maintenance Manager
Flood Control District #10	William C. Clayton	Chairman

Planning Team Example

Ada County, ID

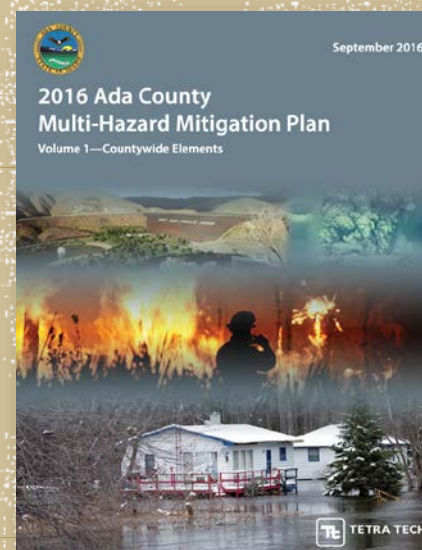


Table 4-1. Hazard Mitigation Planning Team & Participants

Name	Quileute Tribe Department	Key Input
Larry Burtness Official Planning Team Member	Director, Planning Department	Point of Contact Coordination of all planning efforts ongoing with the Tribe
Colleen Jollie, MPA Official Planning Team Member	Principal, Northwest Tribal Communications	Consultant and author of the 2015 Hazard Mitigation Plan
Bridget Ray, BABS Official Planning Team Member	Principal, Northwest Tribal Communications	Consultant and author of the 2015 Hazard Mitigation Plan
Tribal Council:	Project introduction and authorization to move forward	
Chas Woodruff	Chairman	Wants meetings with FEMA before an emergency situation happens, and it will happen. Wants to build strong working relationship. Affirmed need for interagency coordination and consultation.
Naomi Jacobson	Vice Chairwoman	
Cathy Salazar	Secretary	
Chrystal Lyons	Treasurer	
Rio Jaime	Member at Large	
Tribal Planning Committee:	Introduction, Mitigation Strategies and Proposed Questionnaires	
Bob Bouk	Committee Chair	Ham radio, emergency team
Leroy Black	Vice Chair	Emergency Management
Ruth Jackson	Secretary	Housing Authority
Roger Jackson	Retired Planner	Wildland fires, need emergency power backup or local power
Bert Black	Planning Committee	“homeowner’s concerns, settling of land causes cracks in houses.”

Planning Team Example

Quileute Indian Nation, WA

QUINAILT INDIAN RESERVATION
2016 TRIBAL HAZARDS MITIGATION
PLAN UPDATE

FEMA REVIEW

PREPARED FOR:
Quileute Indian Nation
1214 Aallo Drive
Taholah, WA 98587
Contact: Michael Corbitt
360-276-8235 x409

PREPARED BY:
ICF International
710 Second Avenue
Suite 500
Seattle, WA 98104
Contact: Dana Spindler
206-801-2844

August 2016



Poll: My mitigation planning team does the following...

Meeting facilitator involvement of members in a productive format that makes good use of their time and invites ownership in the Plan.

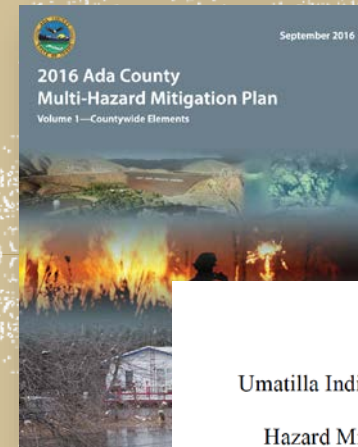
Confederated Tribes of the Umatilla Indian Reservation

The annual progress report keeps the planning partnership engaged. Successes keep them interested.
Ada County, ID

We have struggled with this. The group involvement waned following the initial NHMP development with a planning consultant. We don't have a committee charter or agreement per se...

Region 10 Jurisdiction

How do you encourage participation?



Umatilla Indian Reservation Hazard Mitigation Plan



2015

Promoting Participation

- Send formal invitation from elected official or department head
- Follow up with a phone call
- Plan meetings in multiple convenient locations
- Provide refreshments

To get diverse community participation we agreed to meet 4:30 – 7:00. Not feeding people in this timeframe was killer – people get hangry! Also, food creates a social space that's important for the sense of team and friendly back-and-forth we wanted to promote.

Portland, Oregon



Initial Planning Team Decisions

- 1) Establish responsibilities
- 2) Confirm plan purpose and mission
- 3) Develop a project plan/refine plan scope and schedule
- 4) Review the current mitigation plan
- 5) Develop a communications plan/outreach strategy



City of Portland

1. Establish Responsibilities

- a) Provide facilities for meetings (multi-jurisdictional – try different locations)
- b) Attend meetings
- c) Make decisions on plan process and content
- d) Collect data
- e) Submit mitigation action worksheets
- f) Review drafts
- g) Coordinate and assist with public involvement and plan adoptions

assist in the presentation of the Plan to the elected bodies of participating organizations.

SPOKESPERSONS

Ideally, the Committee will present a united recommendation after considering the different viewpoints of its members, recognizing that each member might have made a somewhat different recommendation as an individual. To consistently represent the Committee's united recommendations to participating organizations, the public, and the media, the Chairperson and Vice-Chair will act as the Committee spokesperson(s). In addition, each member should have a responsibility to represent the Committee's recommendation when speaking on Plan-related issues as a Committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the Committee's work.

STAFFING

The Planning Team for this project includes appropriate personnel from Spokane County, along with contract consultant assistance provided by Tetra Tech, Inc. The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for Committee meetings, write meeting summaries, and generally seek to facilitate the Committee's activities.

PUBLIC COMMENT

As they conduct Committee work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. Development of a public involvement strategy will be one of the first tasks undertaken by the Committee.

All Steering Committee meetings will be open to the public and advertised as such. The Steering Committee will adhere to the "Rules of Conduct" which are consistent with the Open Public Meetings Act (Chapter 42.30 RCW) and have been adopted by the Board of Spokane County Commissioners (resolution No. 11-0263, March 22, 2011). Members of the public wishing to address the SC may do so based on the following protocol:

PURPOSE

As the
Committee
planning t
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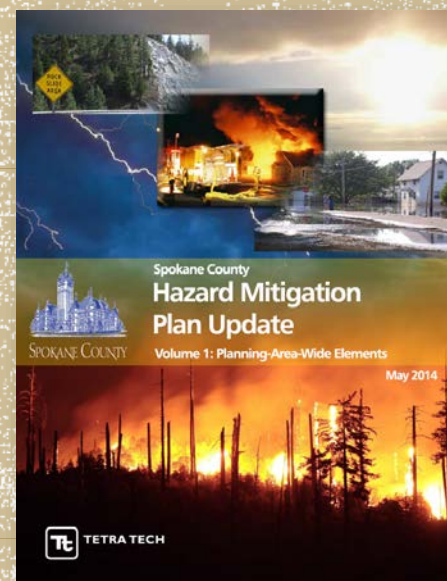
- 1) M
- 2) M
- 3) G
- 4) C
- 5) B
- 6) M
- 7) P
- 8) B
- 9) B
- 10) S
- 11) F
- 12) G
- 13) M
- 14) T
- 15) D

Ground Rule

Page 4 of 6

Ground Rules Example

Spokane County, WA





Handout #1

Ground Rules Attachment A: Meeting Facilitation

COMMITTEE CO-CHAIRS

- Solamon Ibe – Portland African American Leadership Forum
- Jessica London – Oregon Health and Science University/Oregon Office of Disability and Health
- Jeremy O'Leary – East Portland Action Plan

One Chair and one Vice-Chair will serve at each steering committee meeting. Each Co-Chair will be off-duty approximately once every three months, depending upon scheduling needs. The Co-Chairs will determine scheduling in advance of each meeting. If a substitute is needed, Co-Chairs will work with the other Co-Chairs and the Planning Team to designate an alternate.

Responsibilities

Chair

The Chair will be responsible for facilitating discussion during meetings. During normal discussion, the Chair will manage committee comments and questions, calling on members in the order they requested to speak. The Chair will also receive comments and questions from non-committee members at her or his discretion. If the topic becomes contentious or several members wish to provide comment, the Chair may request assistance from the Vice-Chair.

Vice-Chair

The Vice-Chair will manage committee and public comments when requested by the Chair, or when the topic becomes contentious or several members wish to provide comment. While managing comments, the Vice-Chair may also call on members of the public at her or his discretion. The Vice-Chair will track time spent on agenda items and will alert the Chair when time allotted to an agenda topic is nearing or has been reached.

Self-Representation

While acting as Chair or Vice-Chair, the Co-Chairs may represent their own interests, thoughts, and opinions so long as they do not use their position to overstep others. Comments from the acting Chair or Vice-Chair will be received in the same manner as comments from other members.

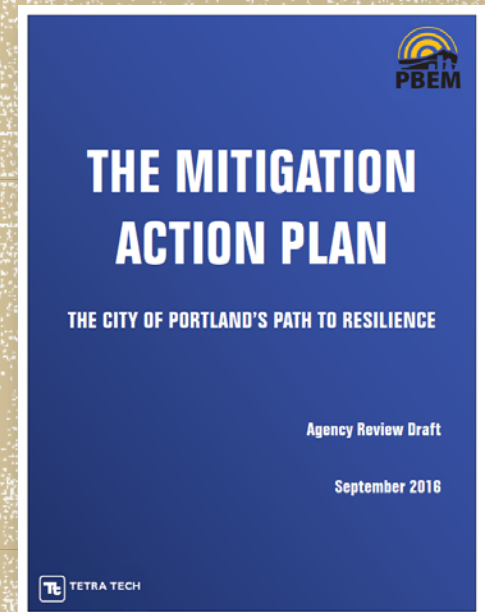
MEETING MANAGEMENT

Seating

Whenever possible, the meeting room will have a U-shaped conference table large enough for the entire steering committee. To facilitate accurate consensus and voting representation, conference table seating will be reserved for voting steering committee members and planning team members. In situations where a bureau or organization has both a primary member and a designated alternate present, only the primary

Ground Rules Example

Portland, OR



2. Confirm Plan Purpose and Mission

Protect life, property, economy, quality of life, and environment of Lincoln County from hazards and disasters.

- Drives the process
- Describes in a short, simple statement the intended outcome
- Creates a common purpose
- Provides a foundation for the rest of the planning process

3. Project Plan / Refine Plan Scope and Schedule

- Set your pace
- May be identified in FEMA Planning Grant SOW
- All team members must understand the work plan

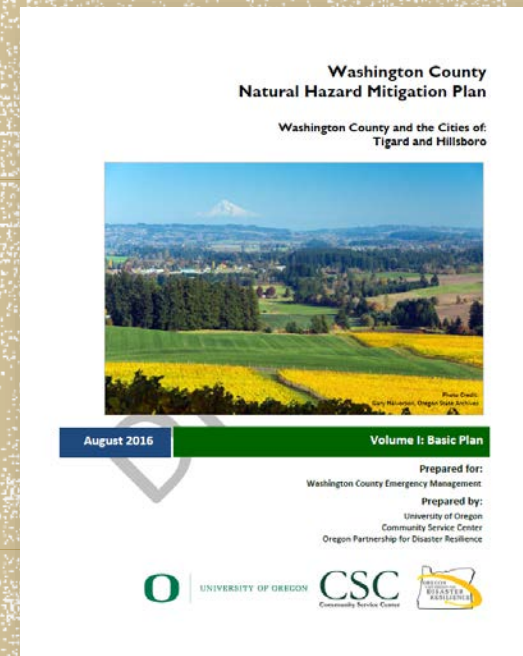
Tasks	Target Completion Date
Notice to Proceed	September 1, 2012
Task 1: Hold Project Kickoff Meeting	October 15, 2012
Task 2: Engage Public	Ongoing
Task 3: Conduct Risk Assessment	January 15, 2013
Task 4: Develop Mitigation Strategy	March 1, 2013
Task 5: Update Plan Maintenance Process	March 15, 2013
Task 6: Review and Submit Plan	May 1, 2013

Washington County Tentative Natural Hazard Mitigation Plan Update Schedule

	June				July					August			
	WK0	WK1	WK2	WK3	WK4	WK5	WK6	WK7	WK8	WK9	WK10	WK11	
Overview of Tasks and Timeline													
Objective 1 - Pre-Disaster Mitigation Local Plan Update Support													
1.1 OPDR Check in call with client													
1.2 Pre-project planning meeting (March '15)													
Objective 2 - Finalize Project Work Plan													
2.1 Identify Steering Committee Members													
2.2 Project IGA and SOW examples obtained and reviewed													
2.3 Project IGA draft development													
2.4 Project SOW draft development													
2.5 Project IGA and SOW reviewed and approved													
2.6 Kickoff Mtg. w/ local committee													
Objective 3 - Distribute Planning Resources													
3.1 Distribute planning tools													
3.2 Project webpage created													
Objective 4 - Update Community Profile													
4.1 Update data for community profile													
4.2 Complete "Goal 7 Crosswalk"													
Objective 5 - Update Natural Hazard Identification and Risk Assessment													
5.1 Gather and update hazard information													
5.2 Coordinate with agency partners													
5.3 Update vulnerability assessment													
5.4 Risk Assessment Update Meeting													
Objective 6 - Update Action Items and Implementation													
6.1 Document completed action items from 2011 plan													
6.2 Action Items Meeting													
6.3 Update Action Items (Section 4)													
6.4 Action Items Memo Change Update (Appendix A)													
Objective 7 - Public Outreach													
7.1 Coordinate public outreach and engagement actions with neighboring jurisdictions													
7.2 Attend a public outreach events hosted by other jurisdictions													
7.3 Create online survey for public engagement													
7.4 Participate in public events to facilitate community engagement													
7.5 Incorporate public comments into mitigation action items													
7.6 Update Public Process (Appendix C)													

Example Schedule

Washington County, OR



4. Review the Current Mitigation Plan

- When updating your community's mitigation plan, a general review of the plan can provide:
 - ✓ Ideas for improvement
 - ✓ Identify areas that may require more time and resources
 - ✓ Impacts to the plan's scope and schedule
- Review the previous Plan Review/Assessment/Crosswalk

12. Implementation of Tribal Mitigation Actions

Requirement: 201.7(c)(3)(iii): [The mitigation strategy **shall** include an] action plan describing how the actions identified in section (c)(3)(ii) will be prioritized, implemented, and administered by the Indian Tribal government.

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A. Does the mitigation strategy in the new or updated plan include how the actions are prioritized ? (For example, is there a discussion of the process and criteria used?)	Executive Summary p. 2; Section 3 pp. 156-159	The plan states that a simple prioritization system was used to grade each mitigation project on a scale of 1 to 5 with 5 being the highest priority. Each action was assigned a high, medium, or low priority ranking. Recommended Revision: <ul style="list-style-type: none"> Describe the criteria that were used to assign the grades during project prioritization. Did they include cost-benefit considerations? 		X
B. Does the mitigation strategy in the new or updated plan address how the actions will be implemented and administered , including the responsible agency, existing or potential resources, and the timeframe to complete each action?	Section 3 pp. 153-156	The plan identifies the responsible party, planning horizon, and rough order of magnitude cost for each of the mitigation projects.		X
C. Does the updated plan identify the completed, deleted, or deferred mitigation actions as a benchmark for progress, and if activities are unchanged (i.e., deferred), does the updated plan describe why no changes occurred?	Section 4 pp. 161-176	The plan reviews the status of the 2006 mitigation projects. Recommended Revision: <ul style="list-style-type: none"> Identify any barriers or obstacles to the successful implementation of the mitigation projects that were not completed and moved forward to the 2014 project list. Identify possible solutions to the barriers or obstacles that prevented the completion of 2006 mitigation projects (i.e., ways to increase funding and staff resources). 		X
SUMMARY SCORE				X

SECTION 2: PLAN ASSESSMENT

A. Plan Strengths and Opportunities for Improvement

This section provides a discussion of the strengths of the plan document and identifies areas where these could be improved beyond minimum requirements.

Element A: Planning Process

Plan Strengths:

- The plan describes the steps of the planning process and how each section of the plan was assessed and completed. Attachment 1 includes meeting summaries, attendance rosters, and presentation slides to further document the update process.
- The planning committee members represent a diverse group of County and municipal agencies/organizations, including the County's Sherriff's Office, Road and Bridge Department, Planning and Zoning Department, County Commission, County Clerk, and County Assessor as well as Fairfield's City Council. One Camas County citizen also participated on the planning committee, representing the general public.
- The plan describes how public involvement was solicited by holding a public meeting and distributing a public questionnaire (made available online and mailed to 100 County residents). Public involvement was intended to document risk perception, develop risk reduction requirements, and solicit support for mitigation actions.
- Citations and footnotes are used throughout the plan to document how relevant information from existing plans, studies, and reports was incorporated into the plan. A list of resources that were used to identify hazards and their frequency of occurrence is also included.

Opportunities for Improvement:

- Since only one member of the general public attended the public meeting, consider using more diverse methods of participation, such as holding workshops or posting the draft plan online for comment, to solicit additional feedback.
- Consider including a more detailed narrative that summarizes how the public questionnaire results were specially incorporated into the plan (i.e., did the results help to determine areas vulnerable to hazards or potential mitigation actions?).

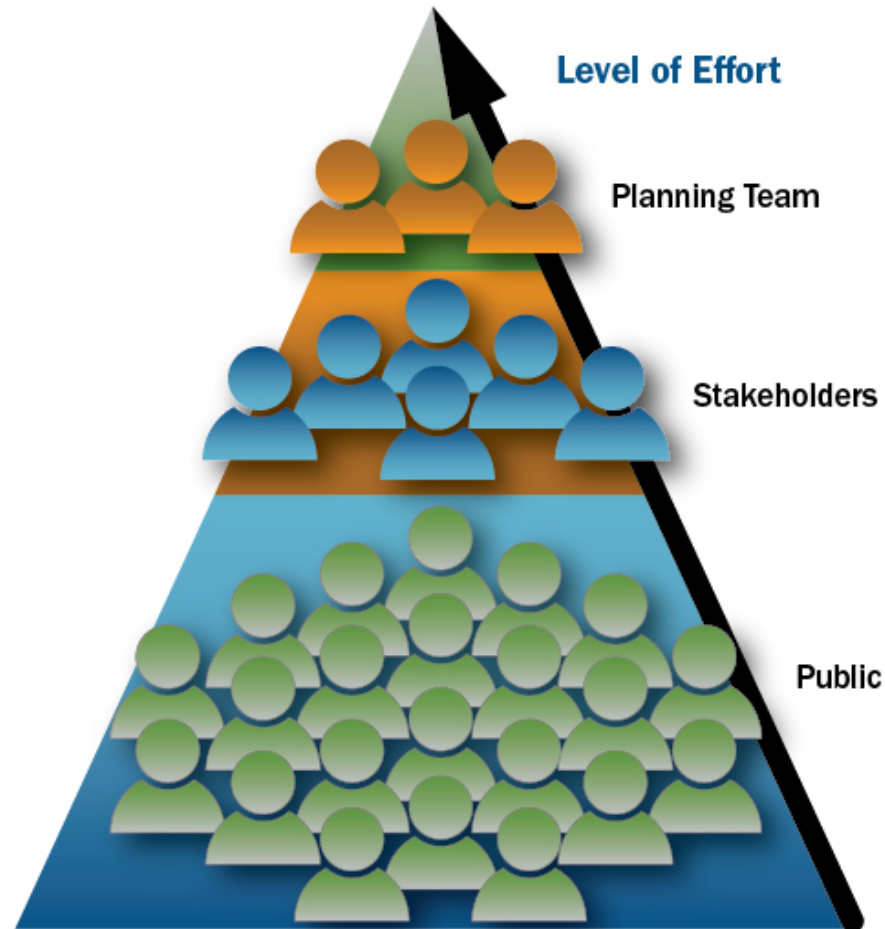
Element B: Hazard Identification and Risk Assessment

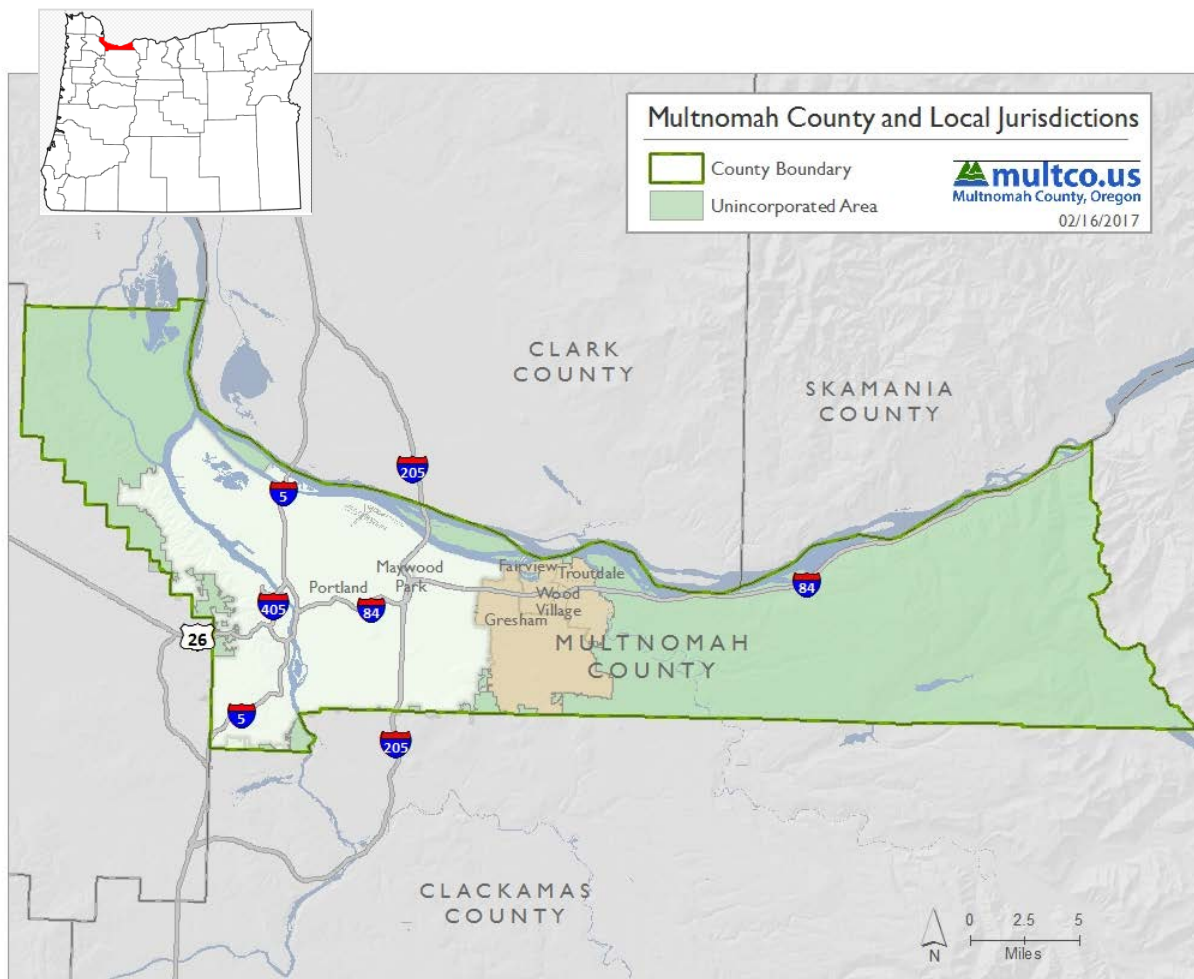
Plan Strengths:

- Each hazard profile provides a description of the hazard characteristics, historical frequencies, impacts, loss estimates, and an overall hazard evaluation matrix.
- Numerical values are assigned to each identified hazard based on historical occurrence, probability, vulnerability, spatial extent, and magnitude (these values range from 0 to 3 or 1 to 4 and are assigned a general descriptor and have a quantitative and/or qualitative definition). The cumulative value determines the overall risk ranking of the hazards.

5. Develop a Communications Plans / Outreach Strategy

- Yes, you should develop one! We'll discuss in next month's webinar!

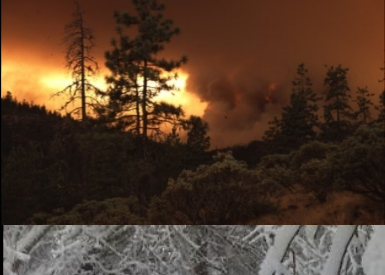


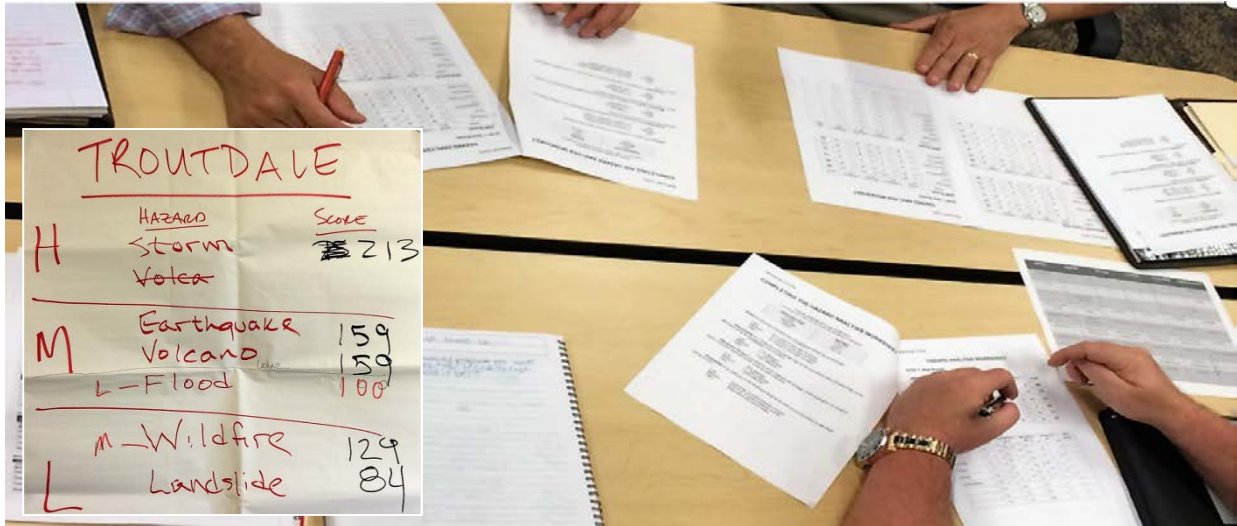


Multnomah County, Oregon

Lisa Corbly, Planner

Office of Emergency Management





Additional Stakeholder Participation

Technical support

Who: County and city departments, state agencies, local and regional organizations

When: As needed

Goal: Provide data, maps, SME, feedback on drafts

Regional coordination

Who: Portland and counties in metro area

When: Quarterly

Goal: Share status updates, information sharing, ensure consistency

Planning Team Activities	Who	When	Goal
Steering Committee Meetings	1+ rep from each NHMP jurisdiction, Portland, special district	6 meetings; meet with local leadership as needed	Guide development of plan; Liaise with local leadership; Drive update of local plan
Strategy Workshop	Steering Committee & community orgs, private institutions, regional partners	1 workshop	Discuss and develop <u>draft</u> vision, goals, objectives, mitigation action criteria, action ideas
Local Hazard Vulnerability Identification and Analysis (HVA) Workshop	Rep(s) from each NHMP jurisdiction & special district (not Portland)	1 workshop; confirm scoring with local leadership	Agree on hazards and groupings; Complete HVA for each NHMP jurisdiction



Tools

- +/- Google docs
- +/- Microsoft Word, track changes

Most valuable

- + In person meetings
- + Go there
- + Gain buy in ahead of time
- + No/Limit surprises

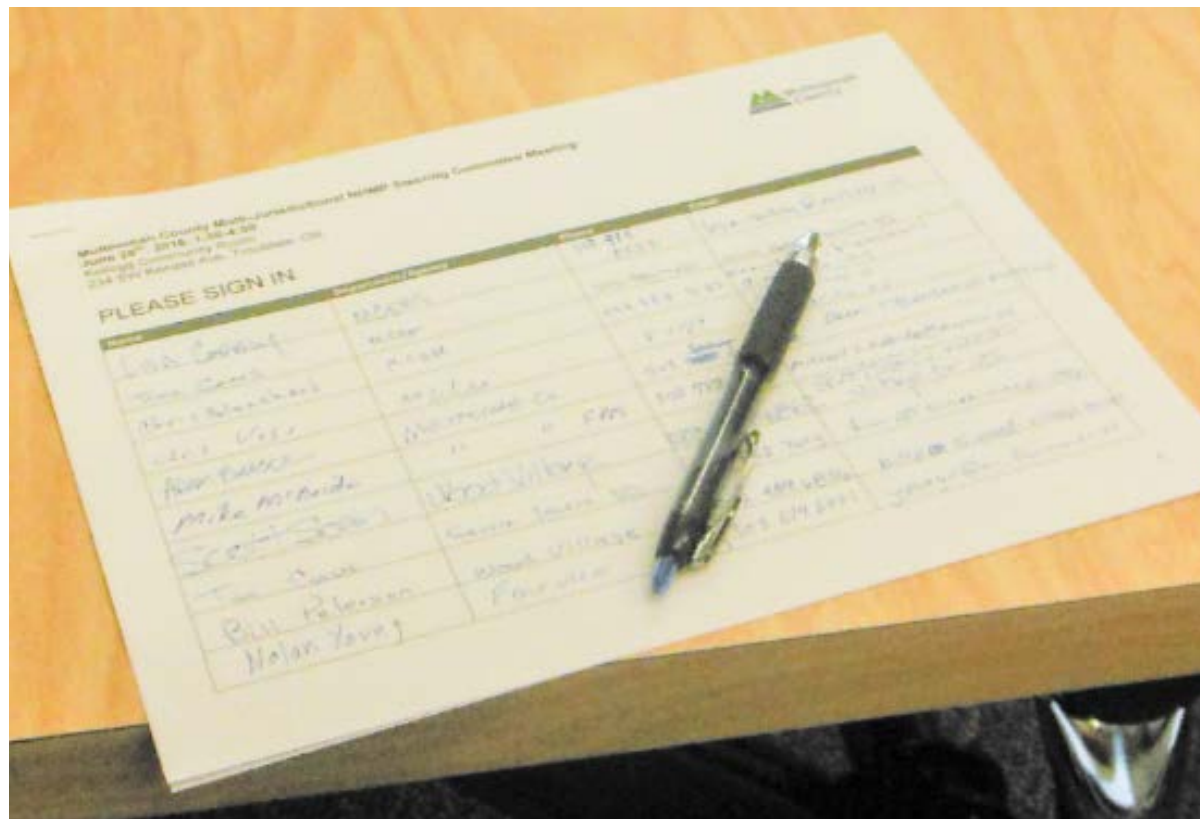
1:1 meetings with each jurisdiction

Prj Mgr: proposed timeline; local conflicts?; needs from MultCo?; air time

Jurisdiction: how will plan be put into action?; time constraints; firm completion date

Prj Mgr: working meetings; explicit tasks; scale time to agenda; 1:1 mtgs as needed

Jurisdiction: participate in mtgs; complete actions; make decisions on time



Thank you ☺

Lisa Corbly, Planner

Office of Emergency
Management

O: 503.988.8372

E: lisa.corbly@multco.us

Poll: How often does your mitigation planning team meet?

Planning Team and Implementation



Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? 44 CFR 201.6(c)(4)(i)

- a. The plan must identify how, when, and by whom the plan will be monitored. *Monitoring means tracking the implementation of the plan over time. For example, monitoring may include a system for tracking the status of the identified hazard mitigation actions.*
- b. The plan must identify how, when, and by whom the plan will be evaluated. *Evaluating means assessing the effectiveness of the plan at achieving its stated purpose and goals.*
- c. The plan must identify how, when, and by whom the plan will be updated. *Updating means reviewing and revising the plan at least once every five years.*
- d. The plan must include the title of the individual or name of the department/ agency responsible for leading each of these efforts.

Yes, through the Local Emergency Planning Committee activities.

Fremont Co, ID

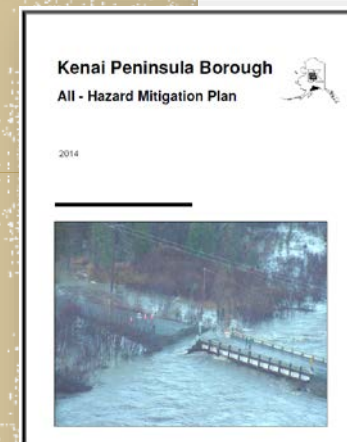
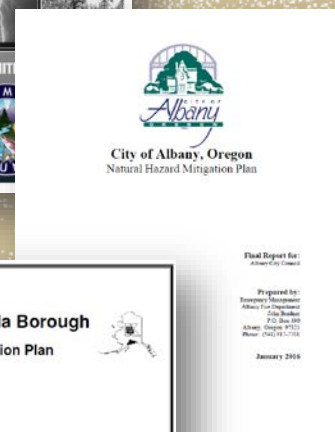
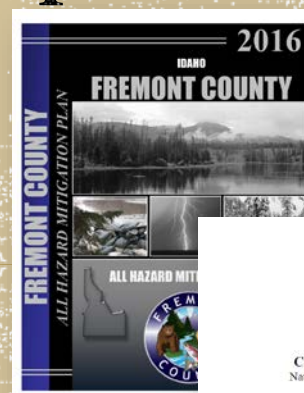
Our Steering Committee members remain the same from year to year, but our working committee will not get back together again after the plan has been update.

City of Albany, OR

Maintain contact with other agencies and communities that have a stake in the process, and help new city managements and others understand why their team is vital to the entire area in keeping the cycle in place and documentation current.

Kenai Peninsula Borough, AK

Does your team remain together after the plan update?



Implementation Recommendations

- Identify a person or agency responsible for the convening the planning team (Action Team?)
- Set your timeline and meet. Hold each other accountable.
 - Monthly, Quarterly, Bi-Annually, Annually, Post Disaster
- Each jurisdiction is responsible for implementation!
- Look back at previous 5 years...did you follow your plan maintenance strategy? Adjust, as needed
- Integrate mitigation principles into community officials' daily job responsibilities and department roles.
- Encourage local champions
- Develop strong messaging



Worksheet 7.1

Mitigation Action Progress Report Form

Mitigation Action Progress Report Form

Progress Report Period	From Date:	To Date:
Action/Project Title		
Responsible Agency		
Contact Name		
Contact Phone/Email		
Project Status	<input type="checkbox"/> Project completed <input type="checkbox"/> Project canceled <input type="checkbox"/> Project on schedule <input type="checkbox"/> Anticipated completion date: _____ <input type="checkbox"/> Project delayed Explain _____	

Summary of Project Progress for this Report Period

1. What was accomplished for this project during this reporting period?

2. What obstacles, problems, or delays did the project encounter?

3. If uncompleted, is the project still relevant? Should the project be changed or revised?

4. Other comments

A-35

Progress Form Worksheet

FEMA Local Mitigation Planning Handbook



Local Mitigation Planning Handbook

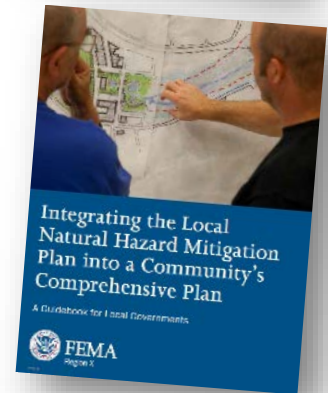
March 2013



Resources

DOCUMENTS

- Local Mitigation Planning Handbook
<http://www.fema.gov/library/viewRecord.do?id=7209>
- Mitigation Ideas <http://www.fema.gov/library/viewRecord.do?id=6938>
- Region 10 Integrating Natural Hazard Mitigation into Comprehensive Planning <http://www.fema.gov/media-library/assets/documents/89725>
- Tribal Multi-Hazard Mitigation Planning Guidance
<http://www.fema.gov/media-library/assets/documents/18355>



TRAINING

- IS-318 - Mitigation Planning for Local and Tribal Communities
Online training: <http://training.fema.gov/EMIWeb/IS/is318.asp>

WEBSITE

- FEMA Mitigation Planning
<https://www.fema.gov/hazard-mitigation-planning>



Upcoming “Mitigation Planning Workshop” Trainings

2017

- Lewiston, Idaho: May 10-11, 2017
- Columbia Gorge area, OR: June 22-23, 2017
- Lynnwood, WA (FEMA office): October 24-25, 2017

Information about all upcoming G-318 trainings in Region 10 are at

<http://www.starr-team.com/starr/RegionalWorkspaces/RegionX/mitigationplanning>

Review Learning Objectives

At the end of this course, participants will be able to:

1. Describe the role of the planning team
2. Identify steps the planning team takes in developing/updating the mitigation plan
3. Identify preferred team member capabilities
4. Explore various ways to engage team members
5. Identify the FEMA Requirements as it relates to the Planning Team and Process

- *January: Introduction to Mitigation Planning*
- *February: Building the Mitigation Planning Team*
- *March: Effective Public Engagement in Mitigation Planning*
- *April: Developing FEMA Mitigation Planning Grants*
- *May: Performing Natural Hazard Risk Assessments*
- *June: Integrating Natural Hazard Mitigation Plans and Community Wildfire Protection Plans*
- *July: Developing Natural Hazard Mitigation Strategies*
- *August: Climate Adaptation and Mitigation Planning*
- *September: Tribal Mitigation Planning*
- *October: Addressing Social Equity through Mitigation Planning*
- *November: Integrating Natural Hazard Mitigation Plans into Local Comprehensive Plans*
- *December: Bringing the Mitigation Plan to Life*

2017 FEMA REGION 10 COFFEE BREAK CALENDAR



Effective Public Engagement in Mitigation Planning

- What is your community's mitigation outreach strategy?
- What stakeholders do you engage throughout the mitigation planning process?
- Do you engage both internal and external audiences?
- What techniques work best for your community?

We will look at various options in developing a mitigation plan outreach strategy that engage both internal stakeholders and the public. We will look at examples of surveys, websites, world café, and other means to engage the public.

Register at <http://www.starr-team.com/starr/RegionalWorkspaces/RegionX/mitigationplanning>



NEXT MONTH

February 24, 2017

10am-11am



FEMA REGION 10 MITIGATION PLANNING TEAM

- Brett Holt, Mitigation Planning Program Manager, brett.holt@fema.dhs.gov
- Amanda Siok, Mitigation Planner, amanda.siok@fema.dhs.gov

ALASKA

- Kelly Isham, State Mitigation Planner, kelly.isham@alaska.gov

IDAHO

- Lorrie Pahl, State Mitigation Planner, lpahl@imd.idaho.gov

OREGON

- Joseph Murray, State Planner, joseph.murray@oem.state.or.us

WASHINGTON

- Derrick Hiebert, State Mitigation Strategist, derrick.hiebert@mil.wa.gov

CONTACT

