

# 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

Periodic revisions and updates of the Plan are required by Missouri SEMA to ensure that the goals and objectives for Phelps County are kept current. More importantly, revisions may be necessary to ensure the plan is in full compliance with Federal regulations and state statutes. This portion of the plan outlines the procedures for completing such revisions and updates.

A key component of the ongoing plan monitoring, evaluating and updating will be the Phelps County Hazard Mitigation Planning Committee (MPC). In order to carry out the activities necessary for maintaining the plan, the MPC will need to remain in place and meet periodically. The coordination of this group, as indicated in the mitigation strategy, should be a responsibility of the county EMD. On-going activities of the MPC are:

- Meet annually, and after a disaster event, to monitor and evaluate the implementation of the plan;
- Act as a forum for hazard mitigation issues;
- Disseminate hazard mitigation ideas and activities to all participants;
- Pursue the implementation of high priority, low or no-cost recommended actions;
- Maintain vigilant monitoring of multi-objective, cost-share, and other funding opportunities to help the community implement the plan’s recommended actions for which no current funding exists;
- Monitor and assist in implementation and update of this plan;

- Keep the concept of mitigation in the forefront of community decision making by identifying plan recommendations when other community goals, plans, and activities overlap, influence, or directly affect increased community vulnerability to disasters;
- Report on plan progress and recommended changes to the County Board of Supervisors and governing bodies of participating jurisdictions; and
- Inform and solicit input from the public.

The MPC (or other designated responsible entity) 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 boards 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 Phelps 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, a five-year written update of the plan 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 Phelps County Hazard Mitigation Planning Committee 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.**

Where possible, plan participants, including school and special districts, will use existing plans and/or programs to implement hazard mitigation actions. Additionally, as jurisdictions review and update existing planning mechanisms, relevant action items and data from the HMP will be integrated. Those existing plans and programs were described in **Section 2.2** of this plan. Based on the capability assessments of the participating jurisdictions, communities in Phelps 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:

- Regional Comprehensive Economic Development Strategy (CEDS) document
- General or master plans of participating jurisdictions;
- Ordinances of participating jurisdictions;
- Phelps County Local Emergency Operations Plan (LEOP);
- 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 and Special 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 Phelps County Emergency Management Director (EMD) will provide the updated Mitigation Strategy with current status of each mitigation action to the County (Boards of Supervisors or Commissions) as well as all Mayors, City Clerks, and School District Superintendents. The EMD will request that the mitigation strategy be incorporated, where appropriate, in other planning mechanisms.

**Table 5.1** below lists the planning mechanisms by jurisdiction into which the Hazard Mitigation Plan will be integrated.

**Table 5.1 Planning Mechanisms Identified for Integration of Hazard Mitigation Plan**

Jurisdiction	Planning Mechanisms	Integration Process for Previous Plan	Integration Process for Current Plan
Unincorporated Phelps County	County Emergency Operations Plan County Mitigation Plan Regional Transportation Plan Comprehensive Economic Development Strategy Construction/Road & Bridge Budget	Hazard Mitigation action items were incorporated into the regional CEDS and Regional Transportation Plan by MRPC. EMD was encouraged to incorporate hazard mitigation into LEOP where applicable.	County Commission and road and bridge supervisors incorporating hazard mitigation projects into budgets and future road and bridge improvements. EMD will review LEOP again and incorporate hazard mitigation updates where applicable. CEDS and Regional Transportation Plan will be reviewed to update with revised action items.
Doolittle	Emergency Operations Plan (part of county) County Mitigation Plan Regional Transportation Plan Comprehensive Economic Development Strategy Public Works Construction Budget	Hazard Mitigation action items were incorporated into the regional CEDS and Regional Transportation Plan by MRPC. EMD was encouraged to incorporate hazard mitigation into LEOP where applicable.	Mayor, Aldermen will work toward incorporating hazard mitigation projects into city budget where possible and future public works improvements. EMD will review LEOP again and incorporate hazard mitigation updates where applicable. CEDS and Regional Transportation Plan will be reviewed to update with revised action items.
Edgar Springs	Emergency Operations Plan (part of county)	Hazard Mitigation action items were incorporated	Mayor, Aldermen and public works department

Jurisdiction	Planning Mechanisms	Integration Process for Previous Plan	Integration Process for Current Plan
	County Mitigation Plan Regional Transportation Plan Comprehensive Economic Development Strategy Public Works Construction Budget	into the regional CEDS and Regional Transportation Plan by MRPC. City EMD was encouraged to incorporate hazard mitigation into LEOP where applicable.	will work toward incorporating hazard mitigation projects into city budget where possible and future public works improvements. EMD will review LEOP again and incorporate hazard mitigation updates where applicable. CEDS and Regional Transportation Plan will be reviewed to update with revised action items.
Newburg	Emergency Operations Plan (part of county) County Mitigation Plan Regional Transportation Plan Comprehensive Economic Development Strategy Public Works Construction Budget	Hazard Mitigation action items were incorporated into the regional CEDS and Regional Transportation Plan by MRPC. EMD was encouraged to incorporate hazard mitigation into LEOP where applicable.	Mayor, Aldermen and public works department will work toward incorporating hazard mitigation projects into city budget where possible and future public works improvements. EMD will review LEOP again and incorporate hazard mitigation updates where applicable. CEDS and Regional Transportation Plan will be reviewed to update with revised action items.
Rolla	City Emergency Operations Plan County LEOP County Mitigation Plan Local Mitigation Plan Comprehensive Plan Economic Development Plan Transportation Plan Land-Use Plan Flood Mitigation Assistance (FMA) Plan Watershed Plan Zoning Ordinance Building Code Floodplain Ordinance Subdivision Ordinance	Hazard Mitigation action items were incorporated into the regional CEDS and Regional Transportation Plan by MRPC. EMD was encouraged to incorporate hazard mitigation into LEOP where applicable.	Mayor, city council and public works department will work toward incorporating hazard mitigation projects into city budget where possible and future public works improvements. The comprehensive plan, FMA plan, storm water ordinance, drainage ordinance and capital improvement plan will also be reviewed and any applicable hazard mitigation activities added to those documents. EMD

Jurisdiction	Planning Mechanisms	Integration Process for Previous Plan	Integration Process for Current Plan
	Nuisance Ordinance Storm Water Ordinance Drainage Ordinance Site Plan Review Requirements Historic Preservation Ordinance Landscaping Ordinance Capital Improvement Plan Regional Transportation Plan Comprehensive Economic Development Strategy Public Works Construction Budget		will review LEOP again and incorporate hazard mitigation updates where applicable. CEDS and Regional Transportation Plan will be reviewed to update with revised action items.
St. James	Emergency Operations Plan (part of county) County Mitigation Plan Regional Transportation Plan Comprehensive Plan Comprehensive Economic Development Strategy Public Works Construction Budget	Hazard Mitigation action items were incorporated into the regional CEDS and Regional Transportation Plan by MRPC. EMD was encouraged to incorporate hazard mitigation into LEOP where applicable.	Mayor, city council and public works department will work toward incorporating hazard mitigation projects into city budget where possible and future public works improvements. EMD will review LEOP and incorporate hazard mitigation updates where applicable. CEDS and Regional Transportation Plan will be reviewed to update with revised action items.
St. James R-I	School Emergency Plan District Budget	School board and superintendent reviewed district emergency plan and district budget to see where hazard mitigation actions could be incorporated.	School board and superintendent will review School Emergency Plan and district budget to update applicable areas with revised action items list. Superintendent will work toward including the certified tornado safe room(s) into the district budget.
Newburg R-II	School Emergency Plan District Budget	School board and superintendent reviewed district emergency plan	School board and superintendent will review School Emergency Plan and

Jurisdiction	Planning Mechanisms	Integration Process for Previous Plan	Integration Process for Current Plan
		and district budget to see where hazard mitigation actions could be incorporated.	district budget to update applicable areas with revised action items list. Superintendent will work toward including the certified tornado safe room(s) into the district budget.
Phelps County R-III	School Emergency Plan District Budget	School board and superintendent reviewed district emergency plan and district budget to see where hazard mitigation actions could be incorporated.	School board and superintendent will review School Emergency Plan and district budget to update applicable areas with revised action items list. Superintendent will work toward including the certified tornado safe room(s) into the district budget.
Rolla 31	School Emergency Plan District Budget	School board and superintendent reviewed district emergency plan and district budget to see where hazard mitigation actions could be incorporated.	School board and superintendent will review School Emergency Plan and district budget to update applicable areas with revised action items list. Superintendent will work toward including the certified tornado safe room(s) into the district budget.

Source: Jurisdiction surveys 2020

Including hazard mitigation is now routine for any planning projects or plan updates carried out by the Meramec Regional Planning Commission (MRPC). Applicable goals and action items from hazard mitigation plans have been incorporated into the regional transportation plan as well as the Community Economic Development Strategy for the region. Both of these documents are resources for cities and counties within the eight-county area and are updated on a regular basis with input from city and county representatives. This review and update process has helped city and county representatives better understand and appreciate the importance of including hazard mitigation in all applicable plans. In addition, MRPC and the hazard mitigation planning committee are also working to encourage the incorporation of hazard mitigation into the planning activities of all local governments, school districts and local entities through presentations and participation in planning activities.

## 5.3 Continued Public Involvement

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**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 Meramec Regional Planning Commission's 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.

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