

## Section 7. Plan Maintenance Procedures

This section describes the system that Allegany County and all participating jurisdictions have established to monitor, evaluate, and update the Hazard Mitigation Plan (HMP); implement the HMP through existing programs; and solicit continued public involvement in maintenance of the HMP.

### 7.1 Monitoring, Evaluating, and Updating the Plan

Leadership and continuity of HMP maintenance are necessary to ensure continuing focus on overarching, long-term goals of the HMP and to avoid focusing primarily on one area, such as emergency management or engineering. To this end, creation of a Hazard Mitigation Coordinator position as well as establishment of staff support within the Allegany County Department of Planning is recommended.

Each participating jurisdiction is expected to maintain a representative on the Planning Partnership who will fulfill responsibilities of monitoring, evaluating, and updating the HMP as specified in this section. Table 7-1 lists representatives on the Planning Partnership as of the date of this HMP, as indicated in each of the annexes in Section 9.

**Table 7-1. Planning Partnership**

Organization	Name	Title	Point of Contact	Alternate Point of Contact
Allegany County	Jeff Luckey	Director, Allegany County Office of Emergency Management and Fire	X	
	H. Kier Dirlam	Director, Planning Department		X
Town of Alfred	Brad Price	Highway Superintendent	X	
	Dan Acton	Supervisor		X
Village of Alfred	James McNulty	Superintendent	X	
	Justin Grigg	Mayor		X
Town of Allen	Allan Hennard	Highway Superintendent	X	
	Jane Vandewalker	Clerk		X
Town of Alma	Daniel Ford	Highway Superintendent	X	
	Karen Linza	Supervisor		X
Town of Almond	Jamie Mansfield	Superintendent of Highways	X	
	Dawn Wildrick-Cole	Supervisor		X
Village of Almond	John Meehan	Mayor	X	
	Jamie Mansfield	Public Works Foreman		X
Town of Amity	Bill Bigelow	Highway Superintendent	X	
	Dana Ross	Supervisor		X
Town of Andover	James Frungillo	Highway Superintendent	X	
	Gus Weber	Supervisor		X
Village of Andover	David Truax	Mayor	X	

Organization	Name	Title	Point of Contact	Alternate Point of Contact
	Jeffery Smith	Public Works Superintendent		X
Town of Angelica	Kevin “Fred” Demick	Highway Superintendent	X	
	Robert Jones	Supervisor		X
Village of Angelica	Kevin “Fred” Demick	Highway Superintendent	X	
	Michael Trivisondoli	Mayor		X
Town of Belfast	William Nichols	Highway Superintendent	X	
	Annette Kish	Town Supervisor		X
Village of Belmont	Richard Hoshal	Clerk /Treasurer	X	
	Terry Schmelzer	Mayor		X
Town of Birdsall	Cynthia U. Gowiski	Supervisor	X	
	Burdette F. Isaman	Highway Supervisor		X
Town of Bolivar	Brad Schiralli	Superintendent of Highways	X	
	Rick Gould	Supervisor		X
Village of Bolivar	Daniel Fuller	Mayor	X	
	James Barnes	Public Works Foreman		X
Town of Burns	Steve Mullen	Highway Superintendent	X	
	Lauren Oliver	Town Supervisor		X
Village of Canaseraga	Doug Ames	Mayor	X	
	Herb Clark	Department of Public Works		X
Town of Caneadea	Philip G. Stockin	Town Supervisor	X	
	Kristina M. Male	Town Clerk		X
Town of Centerville	Kalab Armison	Highway Superintendent	X	
	Marc Bliss	Town Supervisor		X
Town of Clarksville	Rod Sisson	Superintendent of Highways	X	
	Ron Truax	Supervisor		X
Town of Cuba	Chad Smith	Town Highway Superintendent	X	
	Rob Carney	Town Supervisor		X
Village of Cuba	Randy Snyder	Deputy Superintendent of Public Works	X	
	Rick Hall	Superintendent of Public Works		X
Town of Friendship	Michael Bidwell	Highway Superintendent	X	
	Brad Blouvet	Town Supervisor		X
Town of Genesee	Donald Jordan	Town Supervisor	X	
	Ben Reynolds	Highway Superintendent		X
Town of Granger	Thomas Voss	Supervisor	X	
	Kevin Slack	Highway Superintendent		X
Town of Grove	Jesse Griffith	Highway Superintendent	X	

Organization	Name	Title	Point of Contact	Alternate Point of Contact
	Jon Gorton	Town Supervisor		X
Town of Hume	Dennis Ricketts	Town Supervisor	X	
	Kevin Peet	Highway Superintendent		X
Town of Independence	Dennis Graves	Superintendent	X	
	Jeri Reichmann	Supervisor		X
Town of New Hudson	Chris Santangelo	Highway Superintendent	X	
	Bill Shuler	Town Supervisor		X
Town of Rushford	John Jessop	Town Supervisor	X	
	Tom Thomas			X
Village of Richburg	John Day	Mayor	X	
	Gary Faulkner	Supervisor		X
Town of Scio	Kim Demick	Supervisor	X	
	Skip Nickerson	Highway Superintendent		X
Town of Ward	Dean Watson	Highway Superintendent	X	
	James Lacey			X
Town of Wellsville	Dean L. Arnold	Park Supervisor	X	
	Donald LaForge	Town Supervisor		X
Village of Wellsville	Randy Shayler	Mayor	X	
	William Whitfield	Director of Public Works		X
Town of West Almond	Brent A. Platt	Supervisor	X	
	Jeffrey Ellenberger	Highway Superintendent		X
Town of Willing	Brian Matteson	Highway Superintendent	X	
	Ron Wightman	Supervisor		X
Town of Wirt	Tricia Grover	Town Supervisor	X	
	Shawn Dunmire	Highway Superintendent		X

Individual commitments change over time, and each jurisdiction and its representatives are responsible for informing the HMP Coordinator of any changes in representation. The HMP Coordinator will strive to maintain membership of the committee that is representative of planning partners and stakeholders within the County.

### 7.1.1 Monitoring

The Planning Partnership will monitor progress on the HMP, evaluate the HMP’s effectiveness, and document annual progress. Each year, beginning one (1) year after development of the HMP, County and Planning Partnership representatives will collect and process information from persons in departments, agencies, and organizations involved in initiating and/or overseeing mitigation projects or in activities identified within their jurisdictional annexes (Volume II, Section 9) of this HMP.

To standardize and facilitate acquisition of data regarding progress and of information on specific mitigation actions, the County will complete a progress matrix that will be continuously updated and

distributed to the Planning Partnership members prior to the scheduled annual Planning Partnership meeting. Federal Emergency Management Agency (FEMA) guidance worksheets and the progress matrix are in Appendix E. This information will be provided to the HMP Coordinator prior to the annual Planning Partnership meeting to be held approximately one (1) year from the date of local adoption of this update and successively at 1-year intervals thereafter.

Necessary and appropriate items of information that Planning Partnership representatives are expected to document are as follows:

- Any grant applications filed on behalf of any of the participating jurisdictions
- Hazard events and losses occurring within their respective jurisdictions
- Progress on implementation of mitigation actions, including efforts to obtain outside funding
- Obstacles or impediments to implementation of actions
- Additional mitigation actions believed appropriate and feasible
- Public and stakeholder input.

### **7.1.2 Evaluating**

The annual evaluation of the HMP will include an assessment of (1) whether the planning process, programs, and actions have been effective; (2) whether progress is evident toward achievement of the HMP’s goals; and (3) whether changes are needed that may be consistent with mitigation priorities or available funding.

The status of the HMP will be discussed and documented at an annual HMP review meeting of the Planning Partnership, to occur approximately one (1) year from the date of local adoption of this update and successively at 1-year intervals thereafter. At least one (1) month before the annual HMP review meeting, the Allegany County HMP Coordinator will advise Planning Partnership members of the meeting date, agenda, and expectations of members.

The Allegany County HMP Coordinator will be responsible for calling and coordinating the annual HMP review meeting and assessing progress toward attainment of HMP goals and objectives. These evaluations will assess whether:

- Goals and objectives address current and expected conditions.
- Nature or magnitude of risks has changed.
- Current resources are appropriate for implementing the HMP or different/additional resources are now available.
- Actions were cost effective.
- Schedules and budgets are feasible.
- Issues are evident in implementation of the HMP (technical, political, legal) and/or in coordination with other agencies.
- Outcomes have occurred as expected.
- Changes in county, town, or village resources impacted HMP implementation (e.g., funding, personnel, and equipment).

- New agencies, departments, and staff should be included, including other local governments as defined under 44 *Code of Federal Regulations* (CFR) 201.6.

Specifically, the Planning Partnership will review mitigation goals, objectives, and activities using performance-based indicators that include:

- New agencies/departments
- Project completion
- Under/over spending
- Achievement of goals and objectives
- Resource allocation
- Timeframes
- Budgets
- Lead/support agency commitment
- Resources
- Feasibility

Finally, the Planning Partnership will evaluate how other programs and policies have conflicted with or augmented planned or implemented measures, and will identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (see the “Implementation of Mitigation Plan through Existing Programs” subsection later in this Section). Other programs and policies that may undergo evaluation can include those that address:

- Economic development
- Environmental preservation
- Historic preservation
- Redevelopment
- Health and/or safety
- Recreation
- Land use/zoning
- Public education and outreach
- Transportation

To assist in the evaluation process, the Planning Partnership may refer to the evaluation forms—Worksheets #2 and #4 in the FEMA 386-4 guidance document.

The HMP Coordinator or his/her designee will be responsible for preparing an Annual HMP Progress Report based on local annual progress reports received from each participant, information presented at the annual Planning Partnership meeting, and other appropriate and relevant information. These annual reports will provide data for the 5-year update of this HMP and will assist in pinpointing challenges to implementation. By annually monitoring implementation of the HMP, the Planning Partnership will be

able to identify completed projects, projects no longer feasible, and projects that may require additional funding.

Because the Annual HMP Progress Report will apply to all planning partners, it will be developed according to an agreed-upon format and with adequate allowance for input and comment from each planning partner prior to completion and submission to the State Hazard Mitigation Officer. Each planning partner will be responsible for providing this report to his/her governing body for review. During the annual Planning Partnership meeting, the planning partners will establish a schedule for draft development, review, comment, amendment, and submission of the Annual HMP Progress Report to the New York State Division of Homeland Security & Emergency Services (NYS DHSES). The Annual HMP Progress Report will then be posted on the Allegany County Planning Department website to keep the public apprised of implementation of the HMP.

Evaluation and possible revision of the HMP also may occur following any major disaster to determine if the HMP's recommended actions remain relevant and appropriate. The risk assessment will also be revisited to see if any changes are necessary based on the pattern of disaster damage or if data listed in Section 5.4 (Hazard Profiles) of this HMP have been collected to facilitate the risk assessment. This is an opportunity to increase the community's disaster resistance and build a better and stronger community.

### **7.1.3 Updating**

At 44 CFR 201.6.d.3 are requirements for remaining eligible for benefits awarded under DMA 2000. These requirements include appropriate review and revision of local HMPs and resubmittal of the HMP for approval. The intent of the Allegany County HMP Planning Partnership is to update this HMP on a 5-year cycle from the date of initial HMP adoption.

To facilitate the update process, the Allegany County HMP Coordinator, with support of the Planning Partnership, will use the second or third annual Planning Partnership meeting to develop and commence implementation of a detailed plan update program. The Allegany County HMP Coordinator will invite representatives from NYS DHSES to this meeting to provide guidance on procedures to update the HMP. This program will, at a minimum, establish who will be responsible for managing and completing the HMP update effort, what must be included in the updated HMP, and a detailed timeline with milestones to ensure completion of the update according to regulatory requirements.

At this meeting, the Planning Partnership will identify resources needed to complete the update. The Allegany County HMP Coordinator will be responsible for ensuring that necessary resources are secured.

Following each 5-year update of the HMP, the updated HMP will be distributed for public comment. After all comments are addressed, the HMP will be revised and distributed to all planning group members and the New York State Hazard Mitigation Officer.

## **7.2 Implementation of Mitigation Plan Through Existing Programs**

Effective mitigation is achieved when hazard awareness and risk management approaches and strategies become an integral part of public activities and decision-making. Within the County are many existing plans and programs that support hazard risk management, and thus it is critical that this HMP integrate and coordinate with as well as complement existing plans and programs.

The Capability Assessment portion of Section 6 (Mitigation Strategy) summarizes and describes existing plans, programs, and regulatory mechanisms at all levels of government (federal, state, county, and local) that support hazard mitigation within the County. Within each jurisdictional annex in Section 9

(Jurisdictional Annexes), the County and each participating jurisdiction have identified how they have integrated hazard risk management into their existing planning, regulatory, and operational/administrative framework (integration capabilities) and how they intend to promote this integration (integration actions).

The Planning Partnership and all participating jurisdictions intend to incorporate mitigation planning as an integral component of daily government operations. Planning Partnership members will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into general operations of government and partner organizations. Further, the sample adoption resolution (Appendix A) includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations.

For example, the mitigation goals and objectives in this HMP will be incorporated into the goals and objectives of the Allegany County Comprehensive Plan, as it is updated. As zoning is enacted or updated throughout the County, the County Planning Department will work with the towns and villages to ensure that hazard areas identified in the HMP are a factor in identifying different zones. Identified mitigation projects will be incorporated into capital improvement plans and budgets; since many of these projects are related to transportation infrastructure, the County Public Works Department will facilitate this process at the County level, and in cooperation with the towns' and villages' highway staff. When the County CEMP is next updated, the County Office of Emergency Management and Fire will incorporate information regarding vulnerable facilities and populations to develop procedures for protecting them from the applicable hazards. The Allegany County Hazard Mitigation (HM) Team, which served as the steering committee for the HMP update, includes several department heads who will be able to directly oversee that this integration continues.

By doing so, the Planning Partnership anticipates that:

1. Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts.
2. The HMP, Comprehensive Plans, Emergency Management Plans, and other relevant planning mechanisms will become mutually supportive documents that work in concert to meet the goals and needs of County residents.

During the annual HMP evaluation process, the Planning Partnership will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions and include these findings and recommendations in the Annual HMP Progress Report.

### **7.3 Continued Public Involvement**

Allegany County and participating jurisdictions are committed to continued involvement of the public in the hazard mitigation process. Therefore, this HMP will be posted online (<http://www.alleganyco.com/departments/ems-fire/>), and municipalities will be encouraged to maintain links to the website. Further, the County will make hard copies of the HMP available for review at public locations as identified on the public website.

In addition, public outreach and dissemination of the HMP will/may include:

- Links to the HMP on municipal websites of respective jurisdictions with capability
- Continued utilization of existing social media outlets (Facebook, Twitter) to inform the public of flood hazards and severe storm events
- Education of the public via jurisdictional websites on how to use these applications during an emergency situation



- Development of annual articles or workshops on flood hazards to educate the public and keep the public aware of the dangers of flooding.

Local Planning Partnership representatives and the Allegany County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. Contact information for the County is included in the Point of Contact information at the end of Section 3 (Planning Process) of this document.

The public and stakeholders will have an opportunity to comment on the HMP via the hazard mitigation website at any time. The HMP Coordinator will maintain this website, posting new information and maintaining an active link to collect public comments.

The public can also provide input at the annual review meeting for the HMP and during the next 5-year HMP update. The Allegany County HMP Coordinator is responsible for coordinating the HMP evaluation portion of the meeting, soliciting feedback, collecting and reviewing comments, and ensuring incorporation of this feedback in the 5-year HMP update as appropriate. Additional meetings may also be held as deemed necessary by the planning group. The purpose of these meetings is to provide the public an opportunity to express concerns, opinions, and ideas about the HMP.

The Planning Partnership representatives will be responsible to ensure that:

- Public comment and input on the HMP and on hazard mitigation in general are recorded and addressed, as appropriate.
- Copies of the latest approved HMP (or draft if the 5-year update effort is underway) are available for review at the municipal offices, along with instructions to facilitate public input and comment on the HMP.
- Appropriate links to the Allegany County HMP on the Allegany County OEM website are included on municipal websites.
- Public notices occur as appropriate to inform the public of availability of the HMP, particularly during HMP update cycles.

The Allegany County HMP Coordinator shall be responsible to ensure that:

- Public and stakeholder comment and input on the HMP and on hazard mitigation in general are recorded and addressed, as appropriate.
- A current version of the Allegany County HMP is available on the Allegany County Planning Department website.
- Copies of the latest approved HMP (or draft if the 5-year update effort is underway) are available for review at appropriate County facilities (e.g., Planning Department), along with instructions to facilitate public input and comment on the HMP.
- Public notices, including media releases, occur as appropriate to inform the public of availability of the HMP, particularly during HMP update cycles.