



CLARK REGIONAL EMERGENCY SERVICES AGENCY

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PROJECT PLAN

CLARK COUNTY ALL-HAZARD MITIGATION PLAN UPDATE

ORIGINAL: DECEMBER 1ST, 2011

UPDATED: DECEMBER 8TH, 2011

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DOCUMENT PURPOSE

This document describes the project plan for updating the Clark County All-Hazard Mitigation Plan, how to apply for federal mitigation grants and the responsibility to address mitigation issues during a disaster in Clark County, Washington.

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Background

The Clark County All-Hazard Mitigation Plan is designed to meet the requirements of federal Public Law 106-390, the Disaster Mitigation Act of 2000 (DMA2K). The plan will meet the Act's hazard mitigation-planning regulation that requires jurisdictions to have an adopted and FEMA-approved Hazard Mitigation Plan in place to be eligible for future hazard mitigation grant funds. The Clark County Hazard Mitigation Plan will fulfill the DMA2K requirements for Clark County government.

The plan's authority is limited to Clark County in that Clark Regional Emergency Services Agency (CRESA) through interlocal agreement is the local organization providing emergency management services on behalf of these jurisdictions and the Hazard Mitigation Assistance Unified Guidance (June 1st, 2010) specifically exclude cities, towns and special districts from county mitigation planning.

In December 2009, CRESA advised the County of the need to update the expiring 2004 plan which requires renewal every five years. However, due to economic conditions and to the tight County budget, it was not feasible to use staff time to update the Clark County All-Hazard Mitigation Plan until now.

In the spring of 2011, the County supported CRESA's proposal to update the plan. CRESA reassigned an Emergency Management Coordinator full-time to mitigation and recovery planning due to notification from the State Emergency Management Division that Clark County is no longer eligible for pre-disaster mitigation grant funding. However, the County is still eligible for post-disaster funding at 75% reimbursement since WA State Emergency Management Division has an approved plan.

The Clark County All-Hazard Mitigation Plan update represents a step towards the community becoming resilient to the impacts of the hazards identified eight hazards in the "Clark County Hazard Identification and Vulnerability Analysis" (HIVA): drought, earthquake, floods, forest/wildland fires, landslide, public health emergencies, severe local storm, tornadoes, volcanoes, airplane crash, dam failures, energy emergency, hazardous materials and terrorism/violent persons. The Clark County All-Hazard Mitigation Plan defines each hazard, assesses the risk of the hazard, and defines the specific mitigation actions the county can take to reduce loss in the event of a hazard event. The plan includes a five year action plan and a plan maintenance section describing evaluation and update procedures.

Objectives

The objectives of this project are to update the expired Clark County Multi-Jurisdictional All-Hazard Mitigation Plan (2004-2009), apply for federal grant funding for mitigation activities and describe the responsibility to address mitigation issues during a disaster in Clark County, WA.

Scope

This project will focus on Hazard Mitigation Planning for Clark County government only. The Hazard Mitigation Assistance Unified Guidance – June 1st, 2010, made a change from previous guidance to require individual jurisdictions (cities, towns or special districts) to write their own jurisdiction-specific plan. However, these jurisdictions may utilize the Clark County Hazard Mitigation Plan for reference and may be included in the Hazard Mitigation Planning Committee or Stakeholder Committee.

Project Acceptance Criteria

- Revision of Clark County All-Hazard Mitigation Plan, validated by HMPC by 03/31/2012.
- Fulfill requirements for public notice for plan update by 03/31/2012.
- Submit updated plan to State Emergency Management Division and FEMA by 04/15/2012.
- Plan acceptance by FEMA as "approved pending adoption" status by 07/15/2012.
- Adoption of updated plan by County Commissioners by 08/31/2012.
- Submit final updated plan to State Emergency Management Division and FEMA by 08/31/2012.
- Transition to ongoing plan maintenance and grant management of federal mitigation funding opportunities by 09/31/2012.

Outcomes, Goals and Benefits

- To evaluate, update, implement and monitor the Clark County All-Hazard Mitigation Plan including a full plan update every five years. The plan is submitted to the State Emergency Management Division and then to FEMA for plan designation “approval pending adoption” which is then adopted by the County Commissioners. There is a major benefit to having an adopted plan. Currently, Clark County is eligible for 75% FEMA reimbursement since WA State Emergency Management Division has an approved plan. Upon adoption of the Clark County All-Hazard Mitigation Plan, the County will receive an additional 15% FEMA reimbursement for post-disaster funds to total 90% FEMA reimbursement.
- Qualify for untapped federal Hazard Mitigation Assistance grant funds for mitigation construction projects tied to the plan goals, objectives, strategies and mitigation action plan. There are five HMA grant programs: Hazard Mitigation Grant, Pre-Disaster Mitigation, Flood Mitigation Assistance, Repetitive Flood Claims and Severe Repetitive Loss.
- To facilitate public involvement in Hazard Mitigation Planning by supporting public involvement on the Hazard Mitigation Planning Committee, hosting an annual public meeting to discuss concerns and ensuring the plan is available to the public.
- Utilize existing plans and programs to eliminate duplication of planning efforts and foster collaboration between County departments, CRESA, subject matter experts and the general public. Clark County currently utilizes several mechanisms to guide development, including comprehensive land use planning as required by the Washington State Growth Management Act, capital improvement planning and building codes. In Clark County, each jurisdiction has adopted the county code by reference, so that there is consistency among the codes. Each of these mechanisms can also be utilized to meet the goals of the Hazard Mitigation Plan. Another planning resource is the Clark County Hazard Identification Vulnerability Analysis (HIVA).
- To reassess the plan in light of a disaster occurrence, such as an earthquake or major flood, convening within 15 days and make changes as appropriate.

Communication, Documentation and Report Version Control

- Project planning documents are accessible to the HMPC and Stakeholders Committee on the county shared drive and distributed prior to meetings via email.
- CRESA will retain a current copy of the Hazard Mitigation Plan on the CRESA website.
- CRESA will provide notification to the public via CRESA social media avenues for opportunities to be involved in the planning process.
- CRESA will also assist the Clark County PIO office with public involvement notices near completion of the plan, during the grant management process and during a disaster.

Resources

- Clark County Multi-Jurisdictional All-Hazard Mitigation Plan – 2004
- Clark County Hazard Identification Vulnerability Analysis (HIVA) – 2011
- FEMA Hazard Mitigation Assistance Unified Guidance – June 1, 2010
- WA State Emergency Management Mitigation website:
http://www.emd.wa.gov/plans/washington_state_hazard_mitigation_plan.shtml
- FEMA Mitigation website: <http://www.fema.gov/government/grant/hma/index.shtm>

Roles and Responsibilities

<u>Group</u>	<u>Roles and Responsibilities</u>
Clark Regional Emergency Services Agency (CRESA)	CRESA is responsible for sponsoring the project, project management, leading the Hazard Mitigation Planning Committee to meet the objectives, facilitate ongoing plan maintenance and grant management. The Project Sponsor is Cheryl Bledsoe and Project Manager/Team Lead is Scott Clemetson.
Hazard Mitigation Planning Committee (HMPC)	<ol style="list-style-type: none"> 1. HMPC members provides crucial input at every stage of the planning process by establishing mitigation goals, objectives, action plan, implementation strategies, ongoing plan maintenance and project requests for federal mitigation grant funding. 2. Responsible for attending meetings, providing input to the project manager/team leader, facilitating the required public meeting, facilitate the Stakeholder Committee meeting. 3. Responsible to approve the final plan updates after incorporating feedback from the public meeting and Stakeholder Committee meeting prior to plan submission to State Emergency Management Division and then to FEMA. 4. Responsible to facilitate plan adoption from County Commissioners following FEMA approval of plan to “approved pending adoption” status. 5. The HMPC will convene during a disaster to discuss mitigation issues and evaluate plan updates as appropriate.
Stakeholder Committee	<ol style="list-style-type: none"> 1. This committee includes the HMPC plus other Clark County departments, additional private entities affected by mitigation planning such as local businesses, non-profit organizations, etc. 2. Responsible to provide feedback prior to final plan submission.
Subject Matter Experts	Provide specific information in area of expertise to the HMPC and project manager/team leader as requested. Subject matter experts include geologists, floodplain managers, public works directors, port authority representatives, local business representatives, etc.
General Public	Attend annual public meetings to discuss the plan and provide input.

Project Sponsor Contact Information

Cheryl Bledsoe

Division Manager, Emergency Management

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Project Manager/Team Leader Contact Information

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Clark County All-Hazard Mitigation Plan Update

Project Schedule and Milestones for 2011 – 2012

<u>PHASE</u>	<u>SCHEDULE AND MILESTONE DESCRIPTIONS</u>	<u>DEADLINE</u>	<u>STATUS</u>
Phase 1 Project Organization and Orientation	Task 1: Mitigation Plan Update Project Revival <ul style="list-style-type: none"> ➤ CRESA receives notification from State Emergency Management Division that Clark County is no longer eligible for pre-disaster mitigation grant funding. However, the County is still eligible for post-disaster funding at 75% reimbursement since WA State Emergency Management Division has an approved plan. ➤ County supported CRESA’s proposal to update the plan. CRESA staff reassigned to Mitigation and Recovery planning. 	Spring 2011	N/A
	Task 2: Determine project milestones <ul style="list-style-type: none"> ➤ Hazard Mitigation Project Plan updates ➤ FY13 Hazard Mitigation Assistance grant request application that is due September 31, 2012. 	10/25/2011	Complete
	Task 3: Determine HMPC and Stakeholder Committee attendees <ul style="list-style-type: none"> ➤ Utilize County, first responder and private sector contacts to determine appropriate audience for each group. ➤ Contact each person individually to explain purpose of HMPC, answer questions and invite them to join the team. 	10/31/2011	Complete
	Task 4: Plan for HMPC Kickoff Meeting <ul style="list-style-type: none"> ➤ Develop meeting agenda, date, time and location ➤ Email ‘save the date’ and agenda to HMPC 	11/14/2011	Complete
	Task 5: HMPC Kickoff Meeting <ul style="list-style-type: none"> ➤ Team introductions, discuss project plan, final products, plan maintenance and expectations during a disaster ➤ Determine dates for meeting in 2012 ➤ Discuss plan updates for chapters 1, 2, 3 and 4 	12/01/2011	Complete
	Task 6: Public Notice by CRESA <ul style="list-style-type: none"> ➤ CRESA will provide notification to the public via CRESA social media channels – blog, Facebook and Twitter – for opportunities to be involved in the planning process in the spring of 2012. 	12/06/2011	Complete
PROJECT MILESTONE: Project Organization and Orientation Complete			
Phase 2 Hazard Mitigation Plan Updates	Task 1: Complete Plan Updates (Project Manager/Team Lead) <ul style="list-style-type: none"> ➤ Ch. 1 “Introduction” ➤ Ch. 2 “Cross-Hazard Themes” ➤ Ch. 3 “Risk Assessment” ➤ Ch. 4 “Jurisdictional Risk Assessment” 	01/19/2011 1:30-3:00 p.m. HMPC Meeting PSC Rm 680	To Be Completed
	Task 2: HMPC meeting <ul style="list-style-type: none"> ➤ Provide project status updates ➤ Validate plan updates for chapters 1, 2, 3 and 4 ➤ Discuss plan updates for chapters 5 and 6 	01/19/2011 1:30-3:00 p.m. HMPC Meeting PSC Rm 680	To Be Completed
	Task 3: Complete Plan Updates (Project Manager/Team Lead) <ul style="list-style-type: none"> ➤ Ch. 5 “Plan Goal and Objectives” ➤ Ch. 6 “Mitigation and Implementation Strategies” 	02/16/2012 1:30-3:00 p.m. HMPC Meeting PSC Rm 679	To Be Completed
	Task 4: HMPC meeting <ul style="list-style-type: none"> ➤ Provide project status updates ➤ Validate plan updates for chapters 5 and 6 ➤ Discuss plan updates for chapters 7, 8, Executive Summary and Appendices 	02/16/2012 1:30-3:00 p.m. HMPC Meeting PSC Rm 679	To Be Completed
	Task 5: Complete Plan Updates (Project Manager/Team Lead) <ul style="list-style-type: none"> ➤ Ch. 7 “Action Plans for Jurisdictions” ➤ Ch. 8 “Plan Maintenance” ➤ Executive Summary and Appendices 	03/15/2012 1:30-3:00 p.m. HMPC Meeting PSC Rm 679	To Be Completed

<u>PHASE</u>	<u>SCHEDULE AND MILESTONE DESCRIPTIONS</u>	<u>DEADLINE</u>	<u>STATUS</u>
	Task 6: HMPC meeting <ul style="list-style-type: none"> ➤ Provide project status updates ➤ Validate plan updates for chapters 7, 8, Executive Summary and Appendices ➤ Discuss strategy for Stakeholder Committee annual meeting ➤ Discuss strategy for Public meetings 	03/15/2012 1:30-3:00 p.m. HMPC Meeting PSC Rm 679	To Be Completed
PROJECT MILESTONE: Hazard Mitigation Plan Updates Complete			
Phase 3 Stakeholder Committee Meeting and Public Meeting	Task 1: Stakeholder Committee meeting Task 2: Public Meeting <ul style="list-style-type: none"> ➤ HMPC facilitates both meetings, receives feedback, and incorporates the changes into the plan as appropriate. 	By 03/31/2012 (date TBD)	To Be Completed
PROJECT MILESTONE: Stakeholder Meeting and Public Meeting Complete			
Phase 4 Updated Plan Approval	Task 1: Updated Plan Approval <ul style="list-style-type: none"> ➤ HMPC updates the plan after incorporating feedback from the Stakeholder Committee meeting and public meeting. 	By 03/31/2012 (date TBD)	To Be Completed
PROJECT MILESTONE: Updated Plan Approval Complete			
Phase 5 Updated Plan Submission	Task 1: Plan Submission <ul style="list-style-type: none"> ➤ HMPC will meet and make changes to the updated plan based on feedback from the Stakeholder Committee and public meeting. ➤ Project Manager/Team Lead submits the updated plan to State Emergency Management Division and then to FEMA. ➤ Project Manager/Team Lead work with State Emergency Management Division for final plan updates and coordinate with HMPC as necessary. <p><i>Note: The State Emergency Management Division and FEMA have up to 45 days each to respond to the plan submission.</i></p>	By 04/15/2012 (date TBD)	To Be Completed
PROJECT MILESTONE: Updated Plan Submission Complete			
Phase 6 FEMA approval	Task 1: FEMA approval <ul style="list-style-type: none"> ➤ Receive notification from FEMA the updated plan received the designation “approved pending adoption” status. 	By 07/15/2012 (date TBD)	To Be Completed
PROJECT MILESTONE: FEMA Approval Complete			
Phase 7 Final Plan Adoption	Task 1: Final Plan Approval <ul style="list-style-type: none"> ➤ HMPC submit final plan to County Commissioners for adoption. ➤ <i>This timeline must be met for FY13 mitigation grant eligibility.</i> Task 2: Final Plan Submission to the State Emergency Management Division and then to FEMA.	August 2012 (date TBD)	To Be Completed
PROJECT MILESTONE: Final Plan Adoption and Submission Complete			
PROJECT MILESTONE: PROJECT COMPLETION			
PROJECT MILESTONE: Transition to Plan Maintenance and Annual Grant Application Process			
Phase 8 Grant Application Submission	Task 1: Submit grant applications for FY13 <ul style="list-style-type: none"> ➤ CRESA will send letters of intent for grant applications to State Emergency Management Division will be sent in April 2012. ➤ CRESA will begin grant applications in July 2012. ➤ HMPC meet in advance to decide mitigation project requests. 	By 09/31/2012	To Be Completed
Phase 9 Plan Maintenance	Task 1: Plan Maintenance as detailed in the plan <ul style="list-style-type: none"> ➤ HMPC will meet annually to review the plan and make changes. ➤ Full plan review process and approval every 5 years. ➤ HMPC will meet during a disaster to review the plan and make changes as appropriate. 	Ongoing	Ongoing

CLARK COUNTY HAZARD MITIGATION PLANNING COMMITTEE - CONTACT LIST

<u>NAME</u>	<u>AGENCY OR COUNTY DEPARTMENT</u>	<u>PHONE</u>	<u>EMAIL</u>
Scott Clemetson	CRESA (<i>Project Manager/Team Lead</i>)	3940	Scott.Clemetson@clark.wa.gov
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Kelly Sills	County - Board of County Commissioners - Policy Analyst	4317	Kelly.Sills@clark.wa.gov
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Holley Gilbert	County - Public Information Office	4303	Holley.Gilbert@clark.wa.gov
Mary Keltz	County - Public Information Office	4402	Mark.Keltz@clark.wa.gov
Penny Monett	County - Public Works (Engineering-Capital Projects)	4876	Penny.Monett@clark.wa.gov
Heath Henderson	County - Public Works (Engineering)	4358	Heath.Henderson@clark.wa.gov
Tom Grange	County - Public Works (Flood Plain Management)	4449	Tom.Grange@clark.wa.gov
Dave Seabrook	Vancouver Fire	609-3545	Dave.Seabrook@cityofvancouver.us
<u>ADDITIONAL CONTACTS WHO REQUESTED PROJECT FYI BUT MAY NOT BE ATTENDING MEETINGS:</u>			
Cheryl Bledsoe	CRESA (<i>Project Sponsor</i>)	3779	Cheryl.Bledsoe@clark.wa.gov
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