

Section 7

Plan Maintenance Procedures Requirements

Monitoring, Evaluating, and Updating the Plan---Requirement §201.6(c)(4)(i):

[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.

- Does the plan describe the method and schedule for **monitoring** the plan?
- Does the plan identify the party responsible for monitoring and include a schedule for reports, site visits, phone calls, and meetings?
- Does the plan describe the method and schedule for **evaluating** the plan?
- Does the plan identify the party responsible for evaluating and include the criteria used to evaluate the plan?
- Does the plan describe the method and schedule for **updating** the plan within the five-year cycle?

Incorporation into Existing Planning Mechanisms---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...

- Does the plan identify other local planning mechanisms available for incorporating the requirements of the mitigation plan?
- Does the plan include a process by which the local government will incorporate the requirements in other plans, when appropriate?

Continued Public Involvement---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.

- Does the plan explain how **continued public participation** will be obtained?
- Will there be public notices, an on-going mitigation plan committee, or annual review meetings with stakeholders?

SECTION 7

REGION 5 HAZARD MITIGATION PLAN KEY PENINSULA FIRE DEPARTMENT PLAN MAINTENANCE SECTION

Table of Contents

PLAN MAINTENANCE PROCEDURES REQUIREMENTS.....	1
TABLE OF CONTENTS	2
PLAN ADOPTION	3
MAINTENANCE STRATEGY	3
IMPLEMENTATION.....	4
PLAN EVALUATION AND UPDATE	6
CONTINUED PUBLIC INVOLVEMENT.....	7
ENDNOTES.....	8

The planning process undertaken in the last year is just the foundation of breaking the disaster cycle by planning for a disaster resistant Key Peninsula Fire District (AKA Pierce County Fire District 16) and Pierce County Region 5. This Section details the formal process that will guarantee the Key Peninsula Fire District Hazard Mitigation Plan remains an active and relevant document. The Plan Maintenance Section includes a description of the documentation citing the Plan's formal adoption by the Board of Fire Commissioners. The Section also describes: the method and schedule of monitoring, evaluating, and updating within a five-year cycle; the process for incorporating the mitigation strategy into existing mechanisms; and, the process for integrating public participation throughout the plan maintenance. The Section serves as a guide for implementation of the hazard mitigation strategy.

Plan Adoption

Upon completion of the Key Peninsula Fire District Plan, it will be submitted to Washington State Emergency Management Division (EMD) for a Pre-Adoption Review. The EMD has 30 days to then take action on the Plan and forward it to the Federal Emergency Management Agency (FEMA) Region X for review. This review, which is allowed 45 days by law, will address the federal criteria outlined in FEMA Interim Final Rule 44 CFR Part 201.6. In completing this review there may be revisions requested by the EMD and/or FEMA. Revisions could include changes to background information, editorial comments, and the alteration of technical content. Pierce County Department of Emergency Management (PC DEM) will call a Planning Team Meeting to address any revisions needed and resubmit the changes.

The Board of Commissioners is responsible for the adoption of the Plan after the Pre-Adoption Review by the EMD and the FEMA Region X. Once the District adopts the Plan, the Fire Chief will be responsible for submitting it, with a copy of the resolution, to the State Hazard Mitigation Officer at the Washington State EMD. EMD will then take action on the Plan and forward it to the FEMA Region X for final approval. Upon approval by FEMA, the Key Peninsula Fire District will gain eligibility for both Hazard Mitigation Grant Program and Pre-Disaster Mitigation Grant Program funds.

Appendix A will list the dates and include a copy of the Washington State EMD and FEMA Region X approval of the Key Peninsula Fire District Plan. A copy of the fire commissioners' resolution will be attached there following State and FEMA approval. In future updates of the Plan Appendix C will be used to track changes and/or updates.

Maintenance Strategy

The District's maintenance strategy for implementation, monitoring, and evaluation provides a structure that encourages collaboration, information transference, and innovation. Through a multi-tiered implementation method, the District will provide its citizens a highly localized approach to loss reduction while serving their needs through coordinated policies and programs. The method's emphasis on all levels of participation promotes public involvement and adaptability to changing risks and vulnerabilities. Finally, it will provide a tangible link

between citizens and the various levels of government service, ranging from community action to the Department of Homeland Security. Through this strategy, the Fire District will continue to break the disaster cycle and achieve a more disaster resistant community.

Implementation

In order to ensure efficient and effective implementation, the Key Peninsula Fire District will make use of its capabilities, infrastructure, and dedicated population. The District will implement its mitigation strategy over the next five years primarily through its annual budget process and varying grant application processes.

The Designee of the Fire Chief will coordinate among other divisions of the fire district and collaborate with external entities identified in each mitigation measure to initiate the overall mitigation strategy. For example, any infrastructure-related measures will be implemented through the future planning process and brought before the Board of Fire Commissioners during the budget process. Because the District has no land use or regulatory authority, it must rely heavily on collaboration with other entities such as Pierce County Planning and Land Use Department and the Key Peninsula Planning Advisory Commission. Other measures will be implemented through collaboration with the identified jurisdictions/departments listed under each measure's evaluation.

These efforts fall under a broader implementation strategy that represents a county-wide effort. This strategy must be adaptable to change while being consistent in its delivery.

The mitigation implementation strategy is a three-tiered method that emphasizes localized needs and vulnerabilities while addressing both the District and multi-jurisdictional policies and programs. The first tier is implementation through individual citizen level—existing Public Education Programs in the District (for example, at the individual and neighborhood levels through PC NET). The second is the District's Technical Services Division that will be charged with the overall implementation strategy. The third tier is a more external and multi-jurisdictional mechanism, the Hazard Mitigation Forum (HMF).

This method ensures that implementation speaks to unique vulnerabilities at the most local level, allows for coordination among and between levels, and promotes collaboration and innovation. Further, it provides a structured system of monitoring implementation. Finally, it is a method that can adapt to the changing vulnerabilities of the District, the region, and the times. These three levels and their methods of implementation and collaboration are described below.

Public Education Programs

At the individual citizen level, Public Education Programs provide the District with a localized mechanism for implementation. This approach to mitigation can adapt to the varying vulnerabilities and needs within a growing District and region. Public Education Programs are also a means for involving the public in mitigation policy development. Currently Key Peninsula Fire District is working with PC DEM in forming Pierce County Neighborhood

Emergency Teams (PC NETs) in the District’s unincorporated areas to better prepare for, and respond to, disasters. PC NETs provide a coordinated group of communities through which individuals can implement home and neighborhood level mitigation measures. Eventually this neighborhood-level approach will incorporate the Firewise community concept.

Jurisdiction-Wide: Technical Services Division

The Technical Services Division will be the body responsible for determining the direction of mitigation policy recommendations and will be responsible for reviewing the Plan’s implementation.

The Technical Services Division will be responsible for the overall review of the plan and will designate mitigation measures to those divisions in the District responsible for their implementation. This will be done with assistance from both the Fire Chief and the Operations Chief. The Technical Services Division will report its findings and recommendations to the Board of Commissioners on an annual basis at one of the regularly scheduled meetings. Evaluation and updates will be completed at this meeting. Recommendations will be made to coincide with the normal budgeting processes and provide an ample time period for review and adoption of any necessary changes to the implementation schedule.

Hazard Mitigation Forum

The PC Hazard Mitigation Forum (HMF) represents a broader and multi-jurisdictional approach to mitigation implementation. The PC HMF will be comprised of representatives from unincorporated Pierce County and all jurisdictions, partially or wholly, within its borders, that have undertaken mitigation planning efforts. The PC HMF will serve as coordinating body for projects of a multi-jurisdictional nature and will provide a mechanism to share successes and increase the cooperation necessary to break the disaster cycle and achieve a disaster resistant Pierce County. Members of the PC HMF will include the following jurisdictions who have completed, or who have begun the process of completing, DMA 2000 compliant plans:

:

- City of Bonney Lake
- City of Puyallup
- City of Roy
- City of Sumner
- City of Tacoma
- City of University Place
- Puyallup Tribe of Indians
- Pierce County
- Key Peninsula Fire District
- Pierce County Fire District #3
- Pierce County Fire District #14
- Pierce County Fire District #17
- Pierce County Fire District #22
- Firgrove Mutual Water Company
- Bethel School District
- Clover Park School District
- Sumner School District
- 48 Jurisdictions in this effort

Coordinated by PC DEM, the PC HMF will meet annually in August. Key Peninsula Fire District will be an active participant in the PC HMF, and will be represented by the Technical

Services Division Chief. Only through this level of cooperation can these jurisdictions meet all of their mitigation goals.

Plan Evaluation and Update

It should be noted this planning process began in early 2006 following the then current CFR 201.6 Hazard Mitigation Planning Requirements. Based on new requirements in the Stafford Act put forth in the summer of 2008, the Key Peninsula Fire District will evaluate and update the plan to incorporate these new requirements as necessary. Furthermore, if there are additional Stafford Act changes affecting CFR 201.6 in the coming years, the planning process will incorporate those as well.

The Key Peninsula Fire District Plan will guide the District's mitigation efforts for the foreseeable future. The District representative on the Planning Team has developed a method to ensure that regular review and update of the Plan occur within a five year cycle. The Technical Services Division will coordinate any reviews and present findings through the Board of Commissioners regular schedule as noted above.

PC DEM will collaborate with the Technical Services Division and the PC HMF to monitor and evaluate the mitigation strategy implementation. PC DEM will track this implementation through Pierce County's GIS database. Findings will be presented and discussed at the annual meeting.

The Technical Services Division will provide a report of the Plan's implementation to the Board at the annual mitigation meeting. This report will drive the meeting agendas and will include the following:

- Updates on implementation throughout the District;
- Updates on the PC HMF and mitigation activities undertaken by neighboring jurisdictions;
- Changes or anticipated changes in hazard risk and vulnerability at the District, County, regional, State, FEMA, and Homeland Security levels;
- Problems encountered or success stories;
- Any technical or scientific advances that may alter, make easier, or create measures.

The Technical Services Division and local experts will recommend updates to the strategy based on the above information and a discussion of:

- The various resources available through budgetary means as well as any relevant grants;
- The current and expected political environment and public opinion;
- Meeting the mitigation goals with regards to changing conditions.

PC DEM will work with Technical Services Division to review the Risk Assessment Section to determine if the current assessment should be updated or modified based on new

information. This will be done during the regularly scheduled review Pierce County's Hazard Identification and Vulnerability Analysis and Comprehensive Emergency Management Plans.

Additional reviews of this Plan will be required following disaster events and will not substitute for the annual meeting. Within ninety days following a significant disaster or an emergency event impacting the District, the Technical Services Division will provide an assessment that captures any "success stories" and/or "lessons learned." The assessment will detail direct and indirect damages to the District and its infrastructure, response and recovery costs, as part of the standard recovery procedures that use EMD Forms 129, 130, and 140. This process will help determine any new mitigation initiatives that should be incorporated into the Plan to avoid or limit similar losses due to future hazard events. In this manner, recovery efforts and data will be used to analyze mitigation activities and spawn the development of new measures that better address any changed vulnerabilities or capabilities. Any updates to the Plan will be addressed at the ensuing regularly scheduled fire commissioners meeting.

As per 44 CFR 201.6, Key Peninsula Fire District must re-submit the Plan to the State and FEMA with any updates every five years. This process will be coordinated by PC DEM through the Pierce County Hazard Mitigation Forum. In 2013 and every five years following at the Hazard Mitigation Forum, the Key Peninsula Fire District's Designee of the Fire Chief will submit the updated plan to PC DEM. PC DEM's Mitigation and Recovery Program Coordinator will collect updates from the Region 5 Plan jurisdictions and submit them to the State EMD and FEMA.

Continued Public Involvement

Key Peninsula Fire District is dedicated to continued public involvement and education in review and updates of the Plan. Key Peninsula Fire District will retain copies of the Plan and will post it on its website.¹ The Technical Services Division will post any proposed changes to the Plan on Key Peninsula Fire District website.

The three-tiered implementation structure provides an opportunity for continuous public involvement. Public Education campaigns are a means of informing the public on updates and implementation activities. Board of Commissioners meetings are open to the public and as such, the annual meeting regarding mitigation will provide the public a forum during which citizens can express their concerns, opinions, or ideas about the Key Peninsula Fire District Plan. Further, prior to submitting the Plan to WA EMD and FEMA for the five year review, the Technical Services Division will hold a public information and comment meeting. These meetings will be advertised in Key Peninsula through a variety of media, including the Key Peninsula News and a posting on the website.

Endnotes

¹ <http://www.keypeninsulafire.org>