



Section 7. Plan Maintenance Procedures

This section describes the system that Monroe 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

Procedures for monitoring, evaluating, and updating the HMP are presented below.

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

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

Table 7-1. Planning Committee

Organization	Name	Title	POC	Alternate POC
Monroe County	Frederick J. Rion, Jr.	Emergency Preparedness Administrator, OEM	X	
	Debi Altemari	OEM		X
Town of Brighton	Chad Roscoe	Junior Engineer	X	
	Tim Keef	Commissioner of Public Works		X
Village of Brockport	David Miller	Building Inspector/Code Enforcement Officer	X	
	John Lapierre	Trustee		X
Town of Chili	Dawn Forte	Secretary to Supervisor Dunning	X	
	David Lindsay	Commissioner of Public Works/Superintendent of Highways/Floodplain Manager		X
Village of Churchville	Nancy Steedman	Mayor	X	
	Paul Robinson	DPW Superintendent		X
Town of Clarkson	Paul Kimball	Supervisor	X	
	Chad Fabry	Building Inspector		X
Town/Village of East Rochester	Fred Ricci	Mayor	X	
	Martin G. D'Ambrose	Town/Village of East Rochester		X
Village of Fairport	Fritz May	Mayor	X	
	Bryan White	Manager		X
Town of Gates	Mark Assini	Town Supervisor	X	
	Joe Amico	Director of Public Works		X
Town of Greece	John Gauthier	Associate Engineer	X	



Section 7: Plan Maintenance Procedures

Organization	Name	Title	POC	Alternate POC
	Kirk Morris	Commission of Public Works		X
Town of Hamlin	Tom Maier	Fire Marshal	X	
	Eric Peters	Town Supervisor		X
Town of Henrietta	Chuck Marshall	Acting Commissioner of Public Works	X	
	Chris Martin	Director of Engineering and Planning		X
Village of Hilton	Michael J. Lissow	Fire Marshal/Code Enforcement Officer	X	
	Mike McHenry	DPW Superintendent		X
Village of Honeoye Falls	Gregory L Emerson	Village Administrator	X	
	Charlie Johnson	Code Enforcement Officer/Floodplain Administrator		X
Town of Irondequoit	Greg Merrick	Fire Marshal	X	
	Robert Kiley	Acting Commissioner of Public Works		X
Town of Mendon	John Moffitt	Town Supervisor	X	
	William Smith	Town of Mendon		X
Town of Ogden	Ronnie Brett	Police Department	X	
	Chris Mears	Chief of Police Department		X
Town of Parma	Jim Smith	Town Supervisor	X	
	Dennis Scibetta	Building and Development Coordinator		X
Town of Penfield	Tom Tette	Director, Building; Fire Marshal; Code Enforcement Department	X	
	Mark Valentine	Department Head		X
Town of Perinton	Greg Seigfred	Fire Marshal	X	
	Eric Williams	Assistant to the Commissioner of Public Works		X
Town of Pittsford	Kelly Cline	Fire Marshal	X	
	Paul Schenkel	Commissioner of Public Works		X
Village of Pittsford	Kelly Cline	Fire Marshal	X	
	Robert Corby	Mayor		X
Town of Riga	Deborah Campanella	Councilwoman	X	
	Brad O'Brocta	Town Supervisor		X
City of Rochester	Felipe Hernandez Jr.	Deputy Chief, Rochester Fire Department	X	
	Tom Mann	Permit Officer Manager		X
Town of Rush	Rick Tracy	Fire Marshal and Emergency Preparedness Coordinator	X	
	Phil D'Allesandro	Building Inspector		X
Village of Scottsville	Bob Panik	Code Enforcement Officer	X	
	Paul Gee	Mayor		X
Village of Spencerport	Jacqueline Sullivan	Village Clerk	X	
	Tom West	DPW Superintendent		X
Town of Sweden	Mike Vergari	Fire Marshal	X	
	Steve Lauth	Building Inspector/Code Enforcement Officer		X



Organization	Name	Title	POC	Alternate POC
Town of Webster	Rob Boutillier	Fire Marshal	X	
	Geoff Benway	Commissioner of Public Works		X
Village of Webster	Jake Swingly	Superintendent of Public Works	X	
	Will Barham	Building Inspector/Code Enforcement Officer/Assistant Superintendent of Public Works		X
Town of Wheatland	Jay D. Coates	Emergency Manager/Assistant Fire Marshal	X	
	Terry Rech	Building Inspector		X

Notes:

DPW Department of Public Works
 OEM Office of Emergency Management
 POC Point of Contact

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 Committee will monitor progress on the Plan, evaluate the Plan’s effectiveness, and document annual progress. Each year, beginning 1 year after development of the Plan, County and Planning Committee 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 Plan.

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 Committee members prior to the scheduled annual Planning Committee 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 Committee meeting to be held approximately 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 Committee 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 Plan will include an assessment of whether the planning process, programs, and actions have been effective; if progress is evident toward achievement of the Plan's goals; and 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 Plan review meeting of the Planning Committee, to occur approximately 1 year from the date of local adoption of this update, and successively at 1-year intervals thereafter. At least 1 month before the annual Plan review meeting, the Monroe County HMP Coordinator will advise Planning Committee members of the meeting date, agenda, and expectations of members.

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

- Goals and objectives address current and expected conditions.
- Natures or magnitudes of risks have changed.
- Current resources are appropriate for implementing the HMP, and if different or additional resources are now available.
- Actions were cost effective.
- Schedules and budgets are feasible.
- Issues are evident in implementation of the Plan (technical, political, legal) and/or in coordination with other agencies.
- Outcomes have occurred as expected.
- Changes in County, town, or village resources impacted Plan implementation (e.g., funding, personnel, and equipment).
- New agencies/departments/staff should be included, including other local governments as defined under 44 *Code of Federal Regulations* (CFR) 201.6.

Specifically, the Planning Committee 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 Committee 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 Committee may refer to the evaluation forms—Worksheets #2 and #4 in the FEMA 386-4 guidance document.

The HMP Coordinator or his 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 Committee 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 Plan, the Planning Committee 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 Committee 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 be posted on the Monroe County OEM website to keep the public apprised of implementation of the Plan. For communities that may choose to join the National Flood Insurance Program (NFIP) Community Rating System (CRS) program, this report will also be provided to each CRS participating community in order to comply with annual CRS recertification requirements. To meet this recertification timeline, the Planning Committee will strive to complete the review process and prepare an Annual HMP Progress Report by the end of September.

Evaluation and possible revision of the Plan also may occur following any major disaster, to determine if the Plan’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 damages or if data listed in Section 5.4



(Hazard Profiles) of this Plan 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 hazard mitigation plans (HMP), and resubmittal of the HMP for approval. The intent of the Monroe County HMP Planning Committee is to update this Plan on a 5-year cycle from the date of initial Plan adoption.

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

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

Following each 5-year update of the HMP, the updated Plan 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 Chapter 9, 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 Committee and all participating jurisdictions intend to incorporate mitigation planning as an integral component of daily government operations. Planning Committee 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. By doing so, the Planning Committee 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 Plan evaluation process, the Planning Committee 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

Monroe County and participating jurisdictions are committed to continued involvement of the public in the hazard mitigation process. Therefore, this Plan will be posted online (<http://www2.monroecounty.gov/safety-oep.php/>), and municipalities will be encouraged to maintain links to the website. Further, the County will make hard copies of the Plan available for review at public locations as identified on the public website.

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

- Links to the Plan 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 Committee representatives and the Monroe 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 of this document.

The public and stakeholders will have an opportunity to comment on the Plan 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 Monroe County HMP Coordinator is responsible for coordinating the Plan 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 Committee representatives will be responsible to assure 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 Plan (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 Plan.
- Appropriate links to the Monroe County HMP website (while active) and Monroe County OEM website are included on municipal websites.



- Public notices occur as appropriate to inform the public of availability of the Plan, particularly during Plan update cycles.

The Monroe County HMP Coordinator shall be responsible to assure 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 Monroe County HMP is available on the Monroe County OEM 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., Office of Emergency Management [OEM], Planning Department), along with instructions to facilitate public input and comment on the Plan.
- Public notices, including media releases, occur as appropriate to inform the public of availability of the Plan, particularly during Plan update cycles.