

SECTION VI – PLAN MAINTENANCE PROCESS

MONITORING, EVALUATING AND UPDATING THE PLAN

Requirement §201.6(c)(4)(i):	(The plan shall include a plan maintenance process that includes) a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five year cycle
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§201.6(c)(4)(i) requires a formal plan maintenance process to take place to ensure that the Mitigation Plan remains an active and pertinent document. The plan maintenance process includes a schedule for monitoring and evaluating the plan at least every five years, and continued public participation throughout the plan maintenance process. This section also includes an explanation of how the county and municipal governments intend to incorporate their mitigation strategies into any existing planning mechanisms they have.

Monitoring the Plan. Monitoring of the Plan continues to be conducted by the Cumberland County Emergency Management Agency (CEEMA) and the local Emergency Management Agency Directors CEEMA collects information (via email and phone conversations) on an annual basis from the local EMA Directors to assess progress on the mitigation goals and objectives. CEEMA also hosts monthly meetings of the County EMA Directors at which issues relating to the implementation of the plan are addressed. This process has worked well for Cumberland County and will continue in the next five years. The mitigation plan and project application process will also be addressed at each federal disaster declaration kickoff meeting and will be reinforced via email announcements for workshops and grant application deadlines

Evaluating the Plan

The plan is constantly being evaluated through various measures at county and local levels. Annually and after each disaster declaration, Cumberland County EMA reviews the hazards in the risk assessment section of this plan. In addition, Cumberland County EMA contacts towns in regards to Form 7 briefings and submittals, workshops on project applications, and for the status on existing projects and the addition of new projects. This process has worked well for Cumberland County and will continue in the next five years.

Updating the Plan. The Plan will be updated every five years. The method for determining what changes might be necessary will be to review and assess information gathered from disaster declarations, unusual weather events and/or significant changes in science or legislation. As previously described, part of that schedule will be reviews on a monthly basis and after disasters, but in the fourth year of the plan, a more in depth review will take place, and the plan will be updated accordingly. At the beginning of the fourth year, CEEMA will again initiate a process to assess the implementation of the plan including a re-evaluation of the hazard analysis and the mitigation measures. This process will involve the local EMA Directors, who served as liaisons to other municipal staff and officials. Based on the information collected and an analysis of that information, proposed changes to the plan will be made for the five year period and submitted to the Maine Emergency Management Agency and Federal Emergency Management Agency. This process will be repeated during the fourth year of implementation for each updated version of the Plan.

INCORPORATION INTO EXISTING PLANNING MECHANISMS

Requirement §201.6(c)(4)(ii): (The plan shall include a plan maintenance process that includes) 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.	
Element	C6. Does the plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate?

County government is very limited in scope and authority in the State of Maine and does not have the staff, authority, or fiscal capabilities to control planning or development within municipalities. In Maine, most government authority is derived from State statutes and rules and with the municipal “home rule” ordinances.

It must be recognized that there is a variety of governance structures within Cumberland County. Some municipalities can adopt ordinances and other regulatory mechanisms by council or select board vote, while other municipalities must put such proposals to a town meeting vote. The citizens in attendance at these meetings have a vested interest in the town and how and what is funded annually. Through the municipal budget process and long-term planning based on the identified mitigation actions, towns will be better able to allocate funding for these projects to safeguard their communities. In all cases, the need to educate the public as well as elected officials is paramount

The Cumberland County Emergency Management Agency (CCEMA) will provide guidance to the local EMA Directors who will play the lead role in incorporating measures in the hazard mitigation plan into other planning mechanisms. (See Appendix for letter regarding SLOSH modeling)

The municipalities used the following planning mechanisms to incorporate the mitigation strategy and other information contained in the 2011 HMP, where appropriate. Planning mechanisms at the municipal level include:

- All municipalities have Comprehensive Plans. Comprehensive plans are policy documents that address a wide range of issues affecting the future of the community, and those relating to public safety and environmental protection would be consistent with the strategies contained in this plan. In general, local comprehensive plans do not include recommendations on specific projects, although they may contain recommendations that roads and their associated infrastructure be upgraded as funds become available.
- Participation in the National Flood Insurance Program. In addition, two communities have attained Level Eight in the Community Rating System.
- Capital improvement plans (most of the larger municipalities have capital improvement plans; some of the smaller ones do not, but they do have local budgeting processes which are used to examine potential expenditures in detail and establish overall spending priorities).
- Road maintenance planning efforts: These may include priorities for local improvements, but not necessarily engineering studies or cost benefit analyses.
- Emergency management and mitigation planning.
- Fire prevention planning and coordination, including participation in mutual aid agreements and multi-town wildfire training exercises, and:
- Grant writing (many of the County’s municipalities have been active in applying for grants to address municipal priorities).

It must be noted that all of the mitigation measures identified by the local EMA directors for the 2017 revision of the Plan were structural and not ordinance related.

Process for Incorporating Mitigation Strategies and Related Information into Local Planning Mechanisms.

County government does not have the authority to control local planning mechanisms. However, the County EMA Director can provide information to local units of government, as well as technical assistance. After adoption of the Mitigation Plan, the Cumberland County EMA Office offers assistance to municipal officers in implementing their selected mitigation measures. The County EMA Office conducts annual reviews with local EMA directors to determine the status of their measures. The County EMA office assists the municipalities with the completion of FEMA Pre-Disaster Mitigation and Hazard Mitigation Grant packages.

Explanation of How Local Governments Incorporated Strategies and other Information.

In addition to the planning mechanisms discussed above, there has been progress in some additional areas, but no known actions in other areas:

- Comprehensive plans – no State money for new plans or updates
- Road maintenance planning efforts – many towns in Cumberland County are now using MEMA’s Road Tracker to document repair costs
- Emergency management and mitigation planning – limited because of part time EMA directors and little or no budgets
- Ordinances –no State money for new plans or updates
- Grant applications – a few of the County’s municipalities have been active in applying for grants to address mitigation issues

The County EMA notifies municipal EMA’s and local officials of hazard mitigation workshops such as those related to the Pre-Disaster and Hazard mitigation Grant programs, workshops with hazard mitigation context such as those sponsored by Maine’s Local Roads Center that deal with the use of geotextiles, and workshops dealing with various sea level rise scenarios and how they may affect specific municipalities.

The responsible agency within each municipality that is responsible for the implementation and completion of each mitigation measure will notify the County EMA Office whenever assistance is needed or whenever a measure is completed. Existing programs such as the municipal road maintenance plan, emergency management program and local fire prevention programs will be utilized to their greatest extent to complete the community’s mitigation measures.

Continued Public Participation

Requirement §201.6(c)(4)(iii): (The plan shall include a plan maintenance process that includes) a discussion on how the community will continue public participation in the plan maintenance process	
Element	A5. Is there discussion on how the community(ies) will continue public participation in the plan maintenance process?
	A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5year cycle)?

Cumberland County is committed to involving the public directly in the continued reshaping and updating of the Hazard Mitigation Plan. The CCEMA Planning Team is responsible for reviewing and updating the plan. The opportunity for the public to comment on the HMP has been available, and will continue to be available, on the Cumberland County website, and is linked to our Facebook and Twitter sites. Contained in the plan is the address and phone number of the Cumberland County EMA Office, which is responsible for keeping track of public comments on the plan.

Each municipality will receive a copy of the completed plan to keep on file at the municipal office. A notice will be posted at each municipal office advising the public of the availability of the plan for review. Municipalities with websites may choose to post the plan on the website. The original and draft updates have been posted on the CCEMA website during the updating process in order to encourage public comment on the plan during the draft stage. The website is as follows: <http://www.cumberlandcounty.org/223/Emergency-Management-Agency>.

Members of the public have been welcome to submit comments, suggestions or feedback on the plan to CCEMA via our website (See Appendix for Feedback form). Each comment from the public is reviewed for possible inclusion in the final plan. CCEMA will continue its efforts to coordinate with volunteer community groups.

At the time of the initial five year review and update of the plan, and at subsequent updates, CCEMA will notify the public of the plan review and updating process and will invite public comment and participation in the process. To a large degree, this will be done through the use of the monthly regional meetings CCEMA holds with the local emergency management directors. Included as an agenda item will be the request for updates on the HMP from the meeting participants. This will serve to reinforcement the importance of the plan and encourage local directors to provide to their constituents information on the plan and the update process.

In Cumberland County, hazard mitigation is far more than a written plan. It is an important part of the overall mission of the Cumberland County Emergency Management Agency (EMA), and is fully integrated into the comprehensive nature of the EMA's emergency management responsibilities. Most of the EMA's activities and communications emphasize the importance of planning, preparation, mitigation, training, and emergency response. A partial list of EMA's public outreach efforts includes:

- Maintaining and updating the EMA's website;
- Including on the website and social media public information materials such as the Winter Awareness brochure;
- Including on the website and social media notice of training opportunities for local public safety personnel;
- Communicating with the public on an ongoing basis through the website and social media
- Supporting emergency communications systems such as PageGate (the messaging server used in Cumberland County)
- Holding meetings and training sessions with local EMA officials;
- Maintaining the Vulnerable Population Communication Network and ensuring the agencies on the list are contacted during storms and other emergencies
- Participating in public outreach efforts such as the annual Maine Preparedness Conference
- Participating in events with County Special Teams such as
 - Southern Maine COAD booths at Scarborough Summerfest and the Portland Sea Dogs events night
 - Medical Reserve Corps participation in flu clinics
 - Animal response team participation in Portland Home Show

County EMA will also continue to provide advisories on its website and social media when public safety may be impacted by hazards such as flooding or severe winter storms.

The address and phone number of the Cumberland County EMA office is:

Cumberland County Emergency Management Agency
22 High Street – Unit 1
Windham, ME 04062
207-892-6785
207-892-8617 (fax)

<http://www.cumberlandcounty.org/223/Emergency-Management-Agency>