

SECTION 7.0: LMS REVISION PROCEDURE

This Section describes the LMS revision procedure in partial fulfillment of the following FEMA requirement:

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.

The LMS is a dynamic planning process that results in the development of set of prioritized projects and initiatives with the goal of mitigating hazard impacts. To assure that the LMS remains current and relevant, it is important that it be periodically updated.

In developing the updating process, two key sources were consulted and shaped the process and procedures developed herein: Section 163.3191, Florida Statutes, the evaluation and appraisal process of local government comprehensive plans, and the American Red Cross, Ten-Step Informative Model. A key objective in the development of the process was to keep it from being bureaucratic and cumbersome.

Based on the information provided in a survey made of local governments in Palm Beach County, it was the opinion of the majority that the interval between LMS updates be five years. Further, respondents also indicated that there needed to be some abbreviated reassessment of the LMS following a declared emergency (e.g., hurricane, tornado, hazardous spill in a major traffic corridor).

The regular LMS Review/Update process is depicted in **Figure 7.1**, while the process that would occur following a presidentially declared emergency event is graphically portrayed in **Figure 7.2**. An LMS Review/Update Subcommittee is responsible for preparing the update reports and submitting them to the Steering Committee for final approval.

The procedures for the regular update of the LMS is described in **Section 7.1** and **Section 7.2** outlines the procedures to be followed subsequent to a declared emergency.

Objective: To provide a rational, uncomplicated process to evaluate the effectiveness of the existing LMS and update the strategy.

The methodologies of the Palm Beach County All Hazards Local Mitigation Strategy are monitored on a continuous basis by the Palm Beach County Division of Emergency Management's Senior Mitigation Planner. This process is to ensure that the most critical mitigation initiatives are identified within the county. And to ensure that mitigation projects are identified and completed for the unincorporated county and the jurisdictions to maximize the effectiveness of the existing LMS.

7.1 REGULAR LMS UPDATE PROCEDURES

The regular updating process will occur every five years. The administrative steps, as described below, constitute the procedures that will be followed.

- STEP 1 The Palm Beach County Division of Emergency Management (DEM) will activate the update process by notifying each member of LMS Update/Review Subcommittee of the initial organizational meeting. At that time, the DEM requests informational update on those serving on the LMS Update/Review Subcommittee (name of person, address, telephone and fax number, and e-mail address, if available). At this time, the public and other organizations would be invited to attend meeting/meetings to receive additional comments and suggestions concerning revisions.
- STEP 2 DEM prepares meeting agenda in coordination with the Chair of the LMS Update/Review Subcommittee and distributes a week in advance of the meeting to members of the LMS Update/Review Subcommittee.
- STEP 3 LMS Update/Review Subcommittee held. Brief review of review/updating process discussed. Discussion of whether evaluation criteria is still appropriate or modifications or additions needed due to change of conditions over the period since the last update process occurred. Data needs reviewed, data sources identified, responsibility for collecting information assigned to members.
- STEP 4 Draft report prepared. Evaluation criteria to be addressed includes:
- A. Changes in the community and government processes which are hazard-related and have occurred since the last LMS review;
 - 1. Community Change
 - a. Growth and development in hazard vulnerable areas;
 - b. Impact of actions resulting from growth that adversely affect natural resources in vulnerable areas, such as seawalling, beach erosion, heightening deposition in inlets;
 - c. Demographic changes;
 - d. New hazards identified;
 - e. Changes in community economic structure; and
 - f. Special needs population changes
 - 2. Government process changes
 - a. New or changing federal and state laws, policies, and regulations;
 - b. Changes in funding sources or requirements;
 - c. Change in priorities for implementation;
 - d. Changes in government structure; and
 - e. Shifts in responsibility and mitigation committee resources
 - B. Progress in implementing LMS initiatives and projects - The LMS initiatives and projects as compared with actual results at the date of the report;
 - C. Effectiveness of the previously implemented initiatives and projects;
 - D. Evaluation of unanticipated problems and opportunities that may have occurred between the date of adoption and date of report;
 - E. Evaluation of hazard-related public policies, initiatives, and projects; and
 - F. Review and discussion of the effectiveness of public and private sector coordination and cooperation.
- STEP 5 DEM coordinates and organizes second meeting of LMS Update/Review Subcommittee. Draft LMS update report distributed to the participants prior to scheduled meeting. Meeting held. Consensus reached on changes to draft.

- STEP 6 DEM incorporates modifications/additions resulting from LMS Update/Review Subcommittee meeting.
- STEP 7 DEM, in consultation with Steering Committee Chair, establishes appropriate method(s) to solicit public input. DEM responsible for public noticing/advertising requirements, if any. Besides LMS Update/Review Subcommittee members, all Steering Committee members informed and requested to attend public meeting.
- STEP 8 Public meeting held. DEM presents findings, conclusions, and recommendations of LMS effort.
- STEP 9 DEM distills and synthesizes public comments, and circulates them among LMS Update/Review Subcommittee members for comment. If comments are extensive and/or controversial, meeting of LMS Update/Review Subcommittee scheduled and organized by DEM.
- STEP 10 If appropriate, meeting of LMS Update/Review Subcommittee held. Comments discussed. Consensus reached.
- STEP 11 DEM modifies draft report based on the outcome of the results of the LMS Update/Review Subcommittee meeting (STEP 10), or makes modifications resulting from public comments generated during STEP 9.
- STEP 12 DEM schedules and notifies Steering Committee members of meeting to review Draft LMS update report. Copy of Draft distributed to Committee members in advance of scheduled meeting. DEM and members of the LMS Update/Review Subcommittee prepare presentation.
- STEP 13 DEM and members of the LMS Update/Review Subcommittee present draft LMS update report to the Steering Committee. Steering Committee members make comment on draft report. Discussion ensues among members. Consensus reached on modifications to draft report. If agreement cannot be reached by certain local governments on certain issue(s) and/or project prioritization(s), conflict resolution process may be triggered for those specific items to which parties cannot agree. Vote taken securing approval of the draft LMS update report, contingent upon integrating Steering Committee comments into draft report.
- STEP 14 DEM finalizes LMS Update Report. Copies distributed to Steering Committee members.
- STEP 15 Each Steering Committee member presents the LMS Update Report to their local governing body, and other interested parties. If there are new or modified recommendations that their local government could implement to further the county-wide LMS, member seeks direction from governing body to implement appropriate strategies.

7.2 DECLARED EMERGENCY ASSESSMENT

Should a declared emergency occur, a special review will be triggered. The administrative steps, as described below, constitute the procedures that will be followed.

- STEP 1 Within six (6) months following a declared emergency event, the DEM will initiate a post disaster review and assessment. The DEM will activate the assessment. Each member of the LMS Update/Review Subcommittee will be notified that the assessment process is being commenced.
- STEP 2 The DEM will draft a Technical Report. The purpose of the report is to document the facts of the event, and assess whether the LMS effectively addressed the hazard. The Report should contain and answer, at a minimum, the following:
- A. Identify whether the hazard creating the declared emergency has been addressed in the LMS;
 - B. Prepare documentation of the event: the magnitude of the event, areal extent of damages, specific damages sustained (public infrastructure (e.g., potable water and wastewater treatment and collection systems) and private infrastructure (e.g., utilities, power);
 - C. Discuss impacts to private sector, such as obstacles to recovery, utilization local vendor, deficits in types of products needed, accessibility of vendor suppliers, demand for space for temporary relocation, local business contingency plans, etc.;
 - D. Analyze effectiveness of coordination among institutional entities (e.g., local governments, Florida Light & Power, Southern Bell, Red Cross, Salvation Army, South Florida Water Management District, FDCA, Florida Department of Transportation) and make recommendations, as necessary;
 - E. Evaluate the accuracy of the hazard vulnerability and risk assessment in LMS relative to actual event;
 - F. Focus on LMS initiatives/projects that had been implemented to mitigate impacts of the type of hazard creating the emergency event and evaluate effectiveness;
 - G. Discuss unanticipated impacts, and identify potential mitigation measures; and
 - H. Synthesize information and prepare conclusions. Recommend whether the LMS needs to be amended.
- STEP 3 DEM schedules a meeting of LMS Update/Review Subcommittee and distributes copies of draft Technical Report prior to meeting.
- STEP 4 Meeting of LMS Update/Review Subcommittee held. Members discuss the Report findings, conclusions, and recommendations, and make a determination whether the LMS needs to be amended.
- STEP 5 If conclusion that NO modification needed for LMS, Report is approved and DEM transmits to local governments.

- STEP 6 If it is determined that the LMS is to be amended, DEM prepares Draft Amended LMS. The Amended LMS should:
- A. Utilize information from Technical Report;
 - B. Provide justification of need to amend LMS;
 - C. Contain a review and analysis of existing LMS Initiatives/Projects in light of new Initiatives/Projects recommended in Technical Report; and
 - D. Include a re-prioritization of Initiatives/Projects.
- STEP 7 LMS Update/Review Subcommittee reviews and comments on Draft Amended LMS. Draft Amended LMS is provided to each member, in advance of the scheduled meeting.
- STEP 8 DEM, in consultation with Steering Committee Chair, establishes appropriate method(s) to solicit public input. DEM responsible for public noticing/advertising requirements, if any. Besides LMS Update/Review Subcommittee members, all Steering Committee members informed and requested to attend public meeting.
- STEP 9 Public meeting held. DEM presents findings, conclusions, and recommendations of Draft Amended LMS.
- STEP 10 DEM distills and synthesizes public comments, and circulates them among LMS Update/Review Subcommittee members for comment. If comments are extensive and/or controversial, meeting of LMS Update/Review Subcommittee scheduled and organized by DEM.
- STEP 11 If appropriate, meeting of LMS Update/Review Subcommittee held. Comments discussed. Consensus reached.
- STEP 12 DEM modifies draft report based on the outcome of the results of the LMS Update/Review Subcommittee meeting (STEPS 7 & 11), or makes modifications resulting from public comments generated during STEP 9.
- STEP 13 DEM schedules and notifies Steering Committee members of meeting to review Draft Amended LMS. Copy of Draft distributed to the Committee members in advance of scheduled meeting. DEM and members of the technical subcommittee/committee prepare presentation.
- STEP 14 DEM and members of the LMS Update/Review Subcommittee present Draft Amended LMS to the Steering Committee. Steering Committee members make comment on Draft. Discussion ensues among members. Consensus reached on modifications to draft report. If agreement can not be reached by certain local governments on certain issue(s) and/or initiative/project prioritization(s), conflict resolution process may be triggered for those specific items parties can not agree upon. Vote taken securing approval of the Draft Amended LMS, contingent upon integrating Steering Committee comments into Draft Amended LMS.
- STEP 15 DEM finalizes Amended LMS. Copies distributed to Steering Committee members.

STEP 16 Each Steering Committee member presents the Amended LMS to their local governing body, and other interested parties. If there are new or modified recommendations that their local government could implement and further the county-wide LMS, member seeks direction from governing body to implement appropriate strategies.