
**ATTACHMENT 1: HAZARD MITIGATION PLANNING COMMITTEE (HMPC)
MEMBERS ROLES AND RESPONSIBILITIES****I. Roles****A. *Plan Author, Mid-America Regional Council (MARC):***

Marlene Nagel, Community Development Director

- Project oversight

Justin Sorg, Emergency Services Planner II

- Project manager, lead author and researcher

Stephanie Williams, Public Affairs Specialist

- Lead editor and graphic designer; marketing coordinator

Barbara Hensley, Public Affairs Coordinator

- Editor, graphic design

Dan Cash, One KC Voice Civic Engagement Coordinator

- Public engagement coordinator

Chris Giffin, Network Administrator/Programmer

- Database design and maintenance, IT support

Susan Waters, Public Affairs Web Coordinator

- Web site design

Brian Parr, GIS Manager

- GIS mapping and coordination

Leah Pease, Grant Accountant II

- Budget administrator

B. *Planning Team:*

Stan Swaggart, Director, Cass County Emergency Management

Representing the following Cass County Communities:

- Garden City
- Loch Lloyd
- Peculiar
- Pleasant Hill
- Raymore
- Strasburg
- Archie R-V School District
- Harrisonville School District
- Pleasant Hill School District
- Sherwood Cass R-VIII School District

Amanda Oliver, Clay County Assistant Emergency Management Director (Appointed by D.C. Rogers, Director, Clay County Emergency Management)

Representing the following Clay County Communities:

- Gladstone
- Kearney
- Liberty
- North Kansas City
- Smithville

Mike Curry, Director, Jackson County Emergency Preparedness

Representing the following Jackson County Communities:

- Blue Springs
- Grandview
- Oak Grove
- Raytown
- Sni Valley Fire Protection District
- Fort Osage School District
- Lone Jack C-6 School District
- Metropolitan Community Colleges

Mike O'Neal, Deputy Director, Platte County Emergency Management (Appointed by Mark Owen, Director, Platte County Emergency Management)

Representing the following Platte County Communities:

- Houston Lake
- Northmoor
- Parkville
- Platte City

- Riverside
- Tracy
- Weatherby Lake
- Weston
- Park Hill School District
- West Platte R-II School District

Scott Enns, Director, Ray County 911

Mark Widner, Coordinator, Independence Emergency Preparedness

Steve Bean, Acting Emergency Manager, Kansas City, Mo. Emergency Management

II. Responsibilities

A. *Plan Author*

1. Provide administrative support for the update process to include, but not limited to:
 - a. Organize meetings, send mailings, draft and incorporate plan revisions, conduct research, etc.
 - b. Provide the Planning Team with recommendations and advice on plan requirements as well as electronic and/or hard copies of updates to the plan as they are drafted for review and comment
 - c. Assist in the development of mitigation strategies.
 - b. Provide monthly updates and other information as requested to SEMA in accordance memorandum of agreement.
 - d. Compile comments, revisions, evaluations, etc., from future reviews and updates and integrate into plan.

B. *Planning Team*

1. Oversee the update process to include, but not limited to:
 - a. Determine requirements for satisfactory participation.
 - b. Review and approve all revisions to the hazard mitigation plan.
 - c. Provide locations to host meeting opportunities.

- d. Work with represented jurisdictions to assist in gathering required information and developing mitigation strategies.
- e. Organize yearly reviews of the plan for represented jurisdictions. Review all new information submitted and forward to Plan Author for incorporation.

C. *Participating Jurisdictions*

- 1. Inform the update process by accomplishing the following:
 - a. Complete all requirements for satisfactory participation as determined by the Planning Team.
 - b. Review and comment on the plan as drafts become available. Formally adopt the completed plan by resolution.
 - c. Participate in yearly reviews of the plan and subsequent five-year updates. Submit changes as necessary to Planning Team representative for review and forward to Plan Author.
 - d. Designate a responsible party to coordinate the above and notify Planning Team representative of designee by name, job title, organization or any other satisfactory method upon appointment or when a change occurs. Responsible parties for participating jurisdictions shall be listed in Attachment 2 to this section.