

Chapter 6: Plan Maintenance

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Chapter 6: Plan Maintenance

Requirement *[The plan maintenance process **shall** include a] section describing*
§201.6(c)(4)(i): *the method and schedule of monitoring, evaluating, and updating the plan within a five-year cycle.*

6.1 Monitoring, Evaluating and Updating the Plan

This plan will be reviewed and evaluated annually or following a disaster to determine the effectiveness of planned mitigation actions; reflect changes in laws, regulations and/or policies; reprioritize mitigation actions, if necessary, and consider other issues affecting hazard mitigation in the Kansas City metropolitan area. The Metropolitan Emergency Managers Committee (MEMC) has included this review as part of its annual work program. The MEMC covers the five counties included in this plan in addition to four Kansas counties – Johnson, Leavenworth, Miami and Wyandotte. Beginning in 2021, the MEMC will review both the plan adopted for the Kansas counties and this Plan for updates. The Hazard Mitigation Plan Steering Committee will meet with Kansas representatives to discuss coordination of hazard mitigation planning efforts in 2025.

The MEMC/Planning Team, in accordance with the roles and responsibilities outlined in Attachment 1, will be responsible for coordinating annual reviews of the plan for their represented jurisdictions. The annual review process shall include an evaluation of the plan's effectiveness for the area. Criteria used to evaluate the plan includes:

- The goals and objectives address current and expected conditions
- The nature, magnitude and/or types of risk have changed
- The current resources are appropriate for implementing the plan
- There are implementation problems, such as technical, political or legal or there are coordination issues with other agencies
- The outcomes have occurred as expected
- The agency and partners participated as originally proposed

During these reviews, mitigation goals and actions will be reevaluated and updated to reflect current status as appropriate. Jurisdictions wishing to add new mitigation goals and actions will work with the Planning Team/MEMC to determine steps necessary to incorporate changes into the adopted 2025 Plan. Those jurisdictions submitting new goals and actions should develop a planning process narrative in accordance with the requirements for mitigation strategies outlined in this plan. The narrative should be submitted to the jurisdiction's respective Planning Team member for review, who will forward to MARC for formatting and incorporation into this plan. MARC will continue to provide administrative support in accordance with the roles and responsibilities of Plan Author as defined in Attachment 6.1.

In order for mitigation efforts to become more fully incorporated into regional planning efforts for the Kansas City metropolitan area, the review of the Hazard Mitigation Plan, and the mitigation strategies will be reviewed by the Metropolitan Emergency Managers Committee. The Metropolitan Emergency Managers Committee, a committee coordinated by Mid-America Regional Council, serves as a forum for local emergency managers to discuss and resolve regional issues, problems, projects and activities related to all-hazards emergency management. In addition, the 2025 Plan will be reviewed by representatives from Climate Action KC. [Climate Action KC](#), a nonprofit regional compact made up of

more than 100 local and state elected officials, working to organize strategies to draw down greenhouse gases and improve climate resilience.

For this update, participating jurisdictions appointed a responsible party to act as a central point of contact and coordinate the update process for their community. These individuals are listed in Attachment 6.2. During the yearly reviews, MARC will contact these individuals and ask for their review and update of information about their jurisdiction. For each action proposed by the participating jurisdiction there is a “Primary Agency Responsible” designated for implementing mitigating goals and actions. These agencies shall provide the status of their mitigation projects to their community’s responsible party, as listed in Attachment 6.2. If a community’s responsible party changes, they are asked to notify their Planning Team/MEMC representative of the change.

Every five years, the Planning Team/MEMC will conduct a comprehensive review of the *Regional Multi-Hazard Mitigation Plan* and document the actions taken, changing conditions regarding the risks faced by the region from natural hazards and revisions to hazard mitigation actions representing a full update to the plan. The model used for this update process will continue to be used for future updates; the roles and responsibilities outlined in Attachment 6.1 will be maintained. The following generic timeline should be used to guide the five-year plan update process. All dates are listed as time remaining (T-) until plan expiration:

T-22 months:

- 1.) *MARC*: Notify Planning Team, participating and potential new jurisdictions of upcoming update process.
- 2.) *MARC*: Request authorizations from MEMC and MARC Board and/or participating jurisdictions for MARC to act as Plan Author on jurisdiction’s behalf (if desired).

T-21 months:

- 1.) *MARC*: Apply for grant funding through SEMA.
- 2.) *MARC/Planning Team*: Confirm participation requirements, desired updates, changes in regulations. Begin full review of plan. Set kickoff meeting dates and times.
- 3.) *MARC/Planning Team*: Begin collecting contact information for all potential jurisdictions and organizations to ensure that all potential participants receive the initial invitation to be involved.

T-19 months:

- 1.) *MARC/Planning Team*: Complete full review of plan, confirm required updates
- 2.) *MARC*: Begin research on any changes to the hazard profiles and recent hazard events. Create materials for kick off meetings.
- 3.) *MARC*: Form Hazard Mitigation Plan Steering Committee
- 4.) *MARC*: Begin advertising meeting date for kick off meeting for representatives from participating jurisdictions and other parties interested in contributing to the update process.

T-16 months:

- 1.) *MARC/Planning Team/Participating Jurisdictions/Other interested parties*: Begin kickoff meeting to review process for update, review historical and recent occurrences of the various hazards, and review data collection and plan participation requirements. Hold follow-up meetings as necessary.
- 2.) *Participating jurisdictions*: Begin submitting required information about hazard risks and capabilities (Community Profile information) to MARC.

3.) *MARC*: Analyze and assess the information received through the Community Profile submission. Develop materials for public meetings to explain hazards and the capabilities on hand. Incorporate information received into draft update.

T-14 months:

1.) *MARC/Planning Team/Participating Jurisdictions*: Disseminate and collect surveys from stakeholders and the public for input to the HMP. Publish information on MARC website and through MARC e-newsletters.

T-12 months:

- 1.) *Participating Jurisdictions*: Status report on past mitigation strategies and development of new mitigation strategies. Participating jurisdictions and organizations will consider the hazards that are likely to impact their constituents and the tools/capabilities available to address the hazards and they will create goals and actions to continue building upon the capabilities already in place.
- 2.) *MARC*: MARC staff will collect the mitigation strategy information for past and future goals and actions and incorporate the information into the draft update.

T-6 months:

- 1.) *MARC*: Complete first draft, submit to Planning Team for review and approval
- 2.) *Planning Team*: Review/Approve first draft

T-5 months:

- 1.) *MARC*: Submit first draft to SEMA.
- 2.) *MARC*: Make corrections to draft.
- 3.) *MARC/Planning Team/Participating Jurisdictions*: Advertise and conduct final public review and comment period.
- 4.) *Planning Team*: Review/Approve corrections to draft.

T-3 months:

- 1.) *MARC*: Submit final draft to SEMA for forwarding to FEMA
- 2.) *MARC*: Make any corrections from FEMA. Submit to Planning Team for review/approval and resubmittal to FEMA.
- 3.) *MARC/Planning Team/Participating Jurisdictions*: Once FEMA approves, participating jurisdictions adopt by formal resolution, and forward to FEMA.
- 4.) *MARC*: Begin collecting local resolutions demonstrating local jurisdictions have adopted the plan.

A number of data deficiencies were identified through this update to be addressed prior to the next update to extent possible –pending available information. Table 6.1 identifies these deficiencies, These data deficiencies are from the 2015 Plan. The list must be evaluated, and deficiencies can be added or deleted. Where progress has been made on addressing each data deficiency, the status should also be updated in Table 1.2 in the Introduction and Planning Process section.

Table 6.1 Data Deficiencies identified [From the 2020 Plan]		
Data Deficiency	Action to Be taken	Responsible Party
1. Dam inundation pathways still in process of being shared with local officials or not yet available	Continue to work the MDNR and local dam owners to obtain information/maps showing dam failure inundation pathways as part of EAP update/completion process	Planning Team
2. Levee failure analysis information largely unavailable	Continue to work with USACE and other entities to obtain levee failure analysis information as it becomes available	Planning Team
3. Future land use data unavailable for Ray County	MARC has incorporate future land use maps for Ray County into the 2025 Plan.	Ray County Planning Team representative, MARC
4. Various data collection/interpretation deficiencies were noted for winter weather, heat wave, drought, HazMat and infectious disease due to certain inherent limitations	Continue to reassess hazards and data collection methods for next update. As new collection methods and interpretation techniques become available, incorporate into plan update	Planning Team, MARC
5. Utility infrastructure - Research Services of MARC does not have access to this data at present	MARC continues to work with local jurisdictions and utility companies are working to address this.	Planning Team, MARC
6. Data regarding homes without basements –	MARC has asked for this information; some jurisdictions have their GIS files able to support this type of analysis, but a number of jurisdictions do not. MARC will continue to seek this information	MARC
7. Building counts – not all jurisdictions maintain a GIS layers of building points or building outlines. MARC digitized many buildings by hand as part of a SOLAR grant and has worked to make updates.	As jurisdictions develop GIS capabilities this information will be incorporated in future updates.	Participating Jurisdictions
8. Critical facilities – don't have measures of size or capacity or capabilities for most of	As jurisdictions continue to implement HAZUS software this information become more accessible.	Participating jurisdictions, MARC

Table 6.1 Data Deficiencies identified [From the 2020 Plan]		
Data Deficiency	Action to Be taken	Responsible Party
them. This information would help produce more meaningful maps and visualizations.		
9. Addresses of repetitive flood loss properties would have been helpful in mapping the general locations where flooding occurs that is more likely to damage property.	Continue to work with jurisdictions and the State Emergency Management Agency to determine options for obtaining this type of information.	Participating jurisdictions, MARC

Minor data limitations continue to exist for estimating probability of future occurrence and potential damages for drought, heat waves and severe winter storms. Specific limitations are discussed in each hazard profile.

6.2 Incorporation into Existing Planning Mechanisms

Incorporation of the mitigation strategies, goals, and actions into other planning mechanisms, as identified by each jurisdiction, is discussed in full in Section 3. The planning process used to update the plan will continue to tie hazard risk assessment for each jurisdiction to the capabilities and resources that the jurisdictions have available. Through Community Profile, jurisdictions and organizations identify the hazards that for which their jurisdictions are most at risk. In addition, the jurisdictions and organizations report on the administrative, technical, financial, and programmatic (education and outreach) resources that they have in place. Participating jurisdictions and organizations are encouraged to consider this information as they identify mitigation goals and actions. In the end, the goal is to establish a cycle where the Hazard Mitigation Plan update process drives changes and improvements in the local planning mechanisms and capabilities and also, local planning processes will ultimately identify projects and initiatives that can be supported in the Hazard Mitigation Plan.

6.3 Continued Public Involvement

Public involvement in the mitigation planning process — from plan development through implementation of mitigation actions and plan review, evaluation and revision — is important to the success and sustainability of a community's (and the region's) mitigation efforts. As stakeholders in the mitigation process, the public should be given the opportunity to influence the policy decisions that will affect their communities.

The residents of participating jurisdictions that have adopted this plan will be encouraged to participate in the plan maintenance and review process.

Copies of the plan will be available for review through MARC's website and shared through participating jurisdictions to help the public with information and to respond to questions. Contact information and the method for submitting comments and suggestions regarding the plan (i.e., e-mail, social media addresses, etc.) will also be posted on the MARC website. The availability of this plan will also be publicized in MARC's printed, online and electronic newsletters and through MARC's social media. Participating jurisdictions will also publicize the availability of this plan in community newsletters and related publications or on their websites. All information regarding plan availability will continue to be posted in accordance with the provisions of the Missouri Sunshine Law. Additional information regarding Missouri's Sunshine Law can be found on the Web site of Missouri's Attorney General at <https://ago.mo.gov/missouri-law/sunshine-law>.

During the yearly reviews, the Planning Teams will use PrepareMetroKC.org website and other means to direct the public to the plan's availability and again solicit information on topics of mitigation concern to the community. Specific information regarding public involvement efforts as part of the planning process can be found in **Section 1.3.5**. Additional media outlets for potential advertising are found in **Section 2.6**.

6.4 Attachments

Attachment 6.1: Hazard Mitigation Steering Committee (HMSC) Members Roles and Responsibilities

I. Roles

A. Planning Team:

Justin Crane, Director, Cass County Emergency Management

Representing the following Cass County communities:

- Belton – Claire Canaan, Emergency Management
- Harrisonville
- Lake Winnebago – Ken Smith, Emergency Management
- Peculiar
- Pleasant Hill
- Raymore
- Archie R-V School District
- Belton School District
- Harrisonville School District
- Pleasant Hill School District
- Raymore-Peculiar School District
- Sherwood-Cass R-8 School District

Anne Poelzl, Emergency Management, Sheriff's Office, Clay County

Grace Wineinger, Emergency Management, Sheriff's Office, Clay County

Representing the following Clay County communities:

- Excelsior Springs
- Gladstone
- Kearney
- Lawson
- Liberty
- North Kansas City – Dan Williams, NKC Fire Department
- Smithville
- Excelsior Springs School District
- Lawson School District
- Liberty School District
- North Kansas City School District
- Smithville R-II School District

Troy Schulte, Manager, Jackson County (replaced by Brian Gaddie)

Randy Diehl, Public Works Department

Representing the following Jackson County communities:

- Blue Springs
- Greenwood

- Grandview
- Independence – Dante Gliniecki and Janelle Scofield, Emergency Management
- Lee’s Summit – Benjamin Hicks
- Levasy – Kimberlyn Dyer
- Kansas City, MO – Christopher Carroll, Emergency Management
- Oak Grove – Mark Sherwood
- Raytown – Dyon Harper
- Central Jackson Co Fire Protection District – Jason Bonney
- Sni-Valley Fire Protection District – Mark Sherwood
- Blue Springs R-IV School District
- Fort Osage School District
- Grain Valley School District
- Independence School District
- Kansas City School District
- Lee’s Summit R-VIII School District
- Oak Grove R-VI School District
- Metropolitan Community Colleges

Jason Phelps, Deputy Assistant Emergency Management Coordinator, Platte County Sheriff’s Department

Capt. Daniel Gates, Emergency Management Coordinator, Platte County Sheriff’s Department

Representing the following Platte County communities:

- Farley
- Lake Waukomis
- Northmoor
- Parkville
- Platte City
- Platte Woods
- Riverside
- Tracy
- Weatherby Lake
- Weston
- Northland Regional Ambulance District (NRAD)
- West Platte Fire District
- Park Hill School District
- Park University
- Platte County R-III School District
- West Platte R-II School District

Presiding Commissioner Sheila Tracy, Ray County

Representing the following Ray County Jurisdictions:

- City of Richmond

Community Organization Stakeholders

Carol Ayers, Community Disaster Resiliency Network

Ryan Hicks, Life Unlimited

Sharon White-Lewis, Medical Reserve Corps

Victor Webb, Housing Authority of Kansas City, MO

State and Federal Officials

Gloria Brandenburg, SEMA

Jonathan Kurz, National Weather Service

B. *Plan Production and Coordination, Mid-America Regional Council (MARC):***Melinda Cheney, Exercise and Planning Manager**

Marlene Nagel, Community Development Director

- Project manager, process facilitator, co-author and researcher

John Davis, Emergency Services Administrative Support

- Data management and document design

Erin Lynch, Emergency Services and Homeland Security Program Director

- Editor and project oversight

Jay Herrmann, GIS Manager

- Research and GIS lead

Madeline Wetta, Data Librarian

- Research and data lead

Jakob Goldman, GIS Specialist II

- GIS mapping, coordination and research

Sara Hintze, Database Analyst

- Developed online planning tools

Catherine Couch, Public Affairs Coordinator

- Lead graphic designer; marketing coordinator

Daiko Abe, ISC Consultants

- Provided guidance to ensure FEMA requirements are met within the plan
- Drafted Chapter 4 Hazard Analysis

II. Responsibilities**A. *Plan Coordination***

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.
 - d. Provide monthly updates and other information as requested to SEMA in accordance memorandum of agreement.
 - e. 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.

Attachment 6.2: 2025 Participating Jurisdictions' Designated Responsible Parties

Jurisdiction	Responsible Party (Name)	Title
1. Cass County	Justin Crane	Emergency Management Director
2. Clay County	Will Akin/Anne Poelzl	Emergency Management Director
3. Jackson County	Brian Gaddie	Public Works Director
4. Platte County	Deputy Jason Phelps Capt. Daniel Gates Daniel Romig	Deputy Asst. Emergency Management Coordinator Emergency Management Coordinator Asst. Emergency Management Coord.
5. Ray County	Presiding Commissioner Sheila Tracy	Presiding County Commissioner
6. Belton	Claire Canaan	Director of Emergency Management
7. Blue Springs	Michael Mallon	Senior Director of City Development
8. Central Jackson Co Fire Protection District	Jason Bonney	Assistant Chief of Emergency Management
9. Excelsior Springs	Joe Maddick	Fire Chief
10. Farley	Kathy O'Neal	Chairman of the Board of Aldermen
11. Gladstone	Mike DeSautels	Emergency Management Director/Fire Chief
12. Grain Valley	Ken Murphy	City Administrator
13. Grandview	Emily Spittler	Planner
14. Greenwood	Mitchell Armer	Chief of Police
15. Harrisonville	Rusty Sullivan	Emergency Services Director
16. Independence	Dante Gliniecki	Emergency Management Director
17. Kansas City, Mo	Christopher Carroll	Emergency Manager
18. Kearney	David Pavlich	Community Development Director
19. Lake Annette	Angela Hansen	Mayor
20. Lake Waukomis	Rick Zelfer	Emergency Management Director
21. Lake Winnebago	Kenneth Smith	Emergency Management Director
22. Lawson	Stan Dobbins Bruce Summa	City Administrator Chief of Police
23. Lee's Summit	Benjamin Hicks	Assistant Chief
24. Levasy	Kim Dyer	Mayor
25. Liberty	Chris Young	Fire Chief
26. North Kansas City	Dan Williams	Fire Chief/EMD
27. Northland Regional Ambulance District	Jason James	Executive Director
28. Northmoor	Julie Rowden	City Clerk
29. Oak Grove	Mark Sherwood	Emergency Management Director
30. Parkville	Jon Jordan	Captain
31. Peculiar	Don Shepard	Police Chief, Interim City Administrator
32. Platte City	Joe Wellington	Chief of Police

Jurisdiction	Responsible Party (Name)	Title
33. Platte Woods	Jim Kerns	Emergency Management Director
34. Pleasant Hill	Tommy Wright	Police Chief/Emergency Manager
35. Pleasant Valley	Jared McGinley	Chief of Police
36. Raymore	Tim Baldwin	Emergency Management Coordinator
37. Raytown	Dyon Harper	Police Captain
38. Richmond	Mark Sowder	Fire Chief/EM Director
39. Riverside	Keith Payne	Emergency Manager/Police Chief
40. Sni Valley Fire Protection District	Mark Sherwood	Emergency Management Director
41. Smithville	Jason Lockridge	Chief of Police
42. Tracy	Barbara Stewart	City Clerk/Collector
43. Weatherby Lake	Donnie Hachman	Chief of Police
44. Weston	Kelly Clark	Chief of Police
45. Archie R-V School District	Michelle Witzk	Superintendent
46. Blue Springs R-IV School District	Mike Russell	Director, Public Safety
47. Excelsior Springs School District	Jarent Tomlinson	Superintendent
48. Fort Osage R-I School District	Steve Morgan	Assistant Superintendent
49. Grain Valley School District	Nicholas Gooch	Assistant Superintendent
50. Harrisonville School District	Josh Chastain	Superintendent
51. Independence School District	Greg McGhee	Director of Facilities
52. Kansas City School District	Linda Quinley	Assistant Superintendent/COO
53. Lawson School District	Michael Stephenson	Superintendent
54. Lee's Summit R-VIII School District	Ryan Hall	Supervisor of Safety & Environmental Services
55. Liberty School District	Gary Majors	Director of Safety and Security
56. North Kansas City School District	Mitzi Boydston	Director of Safety & Security
57. Oak Grove R-VI School District	Tracy Kemp	Superintendent
58. Park Hill School District	Chad Phillips	Director of Safety and Security
59. Platte County R-III School District	Devin Doll	Executive Director of Operations
60. Pleasant Hill School District	Wayne Burke Mike Clevenger	Superintendent Director of Facilities
61. Raymore-Peculiar School District	Bryan Pettengill	Assistant Superintendent
62. Richmond School District	Trey Cavanah	Assistant Superintendent

Jurisdiction	Responsible Party (Name)	Title
63. Sherwood-Cass School District	Morris Jeffries	Director of Facilities
64. Smithville R-II School District	Ian Saxton	Executive Director of Operations
65. West Platte R-II School District	Brock Dover	Superintendent
66. Metropolitan Community Colleges	Andrea Schatz	Chief Legal Counsel
67. Park University	Jeff Hurley	Director of Campus Safety