



2 PLANNING PROCESS

44 CFR Requirement 201.6(c)(1): [The plan shall document] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

The Calaveras County Office of Emergency Services recognized the need and importance of this plan and was responsible for its initiation and for securing funding. The County contracted with AMEC Earth and Environmental (AMEC) in November 2007 to facilitate and develop a multi-jurisdictional, multi-hazard mitigation plan. AMEC's role was to:

- Assist in establishing a Hazard Mitigation Planning Committee (HMPC) for the County that incorporates key stakeholders and representatives from each participating jurisdiction
- Meet all of the planning requirements of the Disaster Mitigation Act (DMA) and the Flood Mitigation Assistance program as established by federal regulations and following FEMA's planning guidance
- Facilitate the planning process
- Identify the data requirements that the HMPC can provide and conduct the research and documentation necessary to augment that data
- Develop and facilitate the public input process
- Produce the draft and final plan documents
- Coordinate the California Office of Emergency Services and FEMA Region IX reviews of the plan and its formal adoption by the Calaveras County Board of Supervisors and the governing bodies of each participating jurisdictions

The remainder of this chapter provides a narrative description of the steps taken to prepare the hazard mitigation plan.

2.1 Multi-Jurisdictional Participation

44 CFR Requirement §201.6(a)(3): Multi-jurisdictional plans may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan.

Calaveras County invited the City of Angels Camp, the only incorporated city in the County, and special districts in the County to participate in the multi-jurisdictional Calaveras County Multi-Hazard Mitigation Plan. The Disaster Mitigation Act requires that each jurisdiction participate in the planning process and officially adopt the multi-jurisdictional hazard mitigation plan. Each jurisdiction that chose to participate in the planning process and development of the plan was required to meet strict plan participation requirements defined at the beginning of the process, which included the following:

- Designate a representative to serve on the HMPC
- Participate in HMPC meetings
- Complete and return the AMEC Data Collection Guide
- Identify mitigation actions for the plan
- Review and comment on plan drafts
- Inform the public, local officials, and other interested parties about the planning process and provide opportunity for them to comment on the plan
- Formally adopt the mitigation plan

This multi-jurisdictional mitigation plan covers the local governments of Calaveras County and the City of Angels Camp, both of which met these participation requirements. Table 2.1 shows the attendance of representatives at each HMPC meeting; sign-in sheets are on file with the County.

Table 2.1. Jurisdictional Participation in HMPC Meetings

Jurisdiction	Kickoff Meeting	Meeting #2	Meeting #3	Board of Supervisors Meeting
Calaveras County	✓	✓	✓	✓
City of Angels Camp		✓	✓	

2.2 The 10-Step Planning Process

AMEC and the Calaveras County Office of Emergency Services worked together to establish the framework and process for this planning effort using FEMA’s *Local Multi-Hazard Mitigation Planning Guidance* (2008) and the State and Local Mitigation Planning How-To Guides (2001), which include *Multi-Jurisdictional Mitigation Planning* (2006). The plan is structured around a four-phase process:

- 1) Organize resources
- 2) Assess risks
- 3) Develop the mitigation plan
- 4) Implement the plan and monitor progress

Into this process, AMEC integrated a more detailed 10-step planning process used for FEMA’s Community Rating System (CRS) and Flood Mitigation Assistance programs. Thus, the modified 10-step process used for this plan meets the funding eligibility requirements of the Hazard Mitigation Grant Program, Pre-Disaster Mitigation program, Community Rating System, and Flood Mitigation Assistance program. Table 2.2 shows how the modified 10-step process fits into FEMA’s four-phase process.

Table 2.2. Mitigation Planning Process Used to Develop the Plan

DMA Process	Modified CRS Process
1) Organize Resources	
201.6(c)(1)	1) Organize the Planning Effort
201.6(b)(1)	2) Involve the Public
201.6(b)(2) and (3)	3) Coordinate with Other Departments and Agencies
2) Assess Risks	
201.6(c)(2)(i)	4) Identify the Hazards
201.6(c)(2)(ii)	5) Assess the Risks
3) Develop the Mitigation Plan	
201.6(c)(3)(i)	6) Set Goals
201.6(c)(3)(ii)	7) Review Possible Activities
201.6(c)(3)(iii)	8) Draft an Action Plan
4) Implement the Plan and Monitor Progress	
201.6(c)(5)	9) Adopt the Plan
201.6(c)(4)	10) Implement, Evaluate, and Revise the Plan

Phase I Organize Resources

Step 1: Organize the Planning Effort

The planning process officially began with a kickoff meeting in San Andreas, California, on January 16, 2008. The Calaveras County Office of Emergency Services mailed letters of invitation to the kickoff meeting to county, municipal, district, state, and other stakeholder representatives. This list is included in Appendix A.

The Disaster Mitigation Act requires that each jurisdiction participate in the planning process and officially adopt the multi-jurisdictional hazard mitigation plan. A planning committee was created that includes representatives from each participating jurisdiction, departments of the County, and other local, state, and federal organizations responsible for making decisions in the plan and agreeing upon the final contents. Kickoff meeting attendees discussed potential participants and made decisions about additional stakeholders to invite to participate on the HMPC.

The following agencies or organizations participated on the HMPC:

- Calaveras Office of Emergency Services
- Calaveras County Sheriff’s Office
- Calaveras County Planning Department
- Calaveras County Technology Services Department/GIS
- Calaveras County Environmental Management Agency Agriculture & Weights and Measures
- Calaveras County Public Works
- Calaveras County Health Services Agency

- Calaveras County Office of Education
- Angels Camp Police Department
- California Department of Forestry and Fire Protection
- U.S. Army Corps of Engineers

The HMPC contributed to this planning process by:

- providing facilities for meetings,
- attending meetings,
- collecting data,
- managing administrative details,
- making decisions on plan process and content,
- submitting mitigation action implementation worksheets,
- reviewing drafts, and
- coordinating and assisting with public involvement and plan adoptions.

The HMPC communicated during the planning process with a combination of face-to-face meetings, phone interviews, email correspondence, and an FTP (file transfer protocol) site. The meeting schedule and topics are listed in Table 2.3. The list of HMPC members, meetings, and attendees, and agendas for each of the meetings are included in Appendix A.

Table 2.3. Schedule of HMPC Meetings

Meeting	Topic	Date
Kickoff Meeting	Introduction to DMA and the planning process; Identification of hazards impacting Calaveras County	January 16, 2008
HMPC #2	Review of risk assessment; Identification of goals and objectives	May 28, 2008
HMPC #3	Identification and prioritization of mitigation actions; Discussion of process to monitor, evaluate, and update plan	October 8, 2008

During the kickoff meeting, AMEC presented information on the scope and purpose of the plan, participation requirements of HMPC members, and the proposed project work plan and schedule. Plans for public involvement (Step 2) and coordination with other agencies and departments (Step 3) were discussed. AMEC also introduced hazard identification requirements and data. The HMPC discussed past events and impacts and future probability for each of the hazards required by FEMA for consideration in a local hazard mitigation plan. The HMPC refined the list of hazards to make it relevant to Calaveras County. Participants were given the AMEC Data Collection Guide to facilitate the collection of information needed to support the plan, such as data on historic hazard events, values at risk, and current capabilities. Each participating jurisdiction completed and returned the worksheets in the data collection guide to AMEC.

Step 2: Involve the Public

44 CFR Requirement 201.6(b): An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include: (1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval.

At the kickoff meeting, the HMPC discussed options for soliciting public input on the mitigation plan and developed an outreach strategy by consensus.

During the plan's drafting stage, the HMPC presented the purpose of the plan and its planning process, the results of the risk assessment, and ideas for the mitigation strategy at an open study session of the Calaveras County Board of Supervisors. The meeting took place at the Board's chambers in San Andreas, California, on October 7, 2008. The public was informed of the meeting through announcements in the *Calaveras Enterprise* newspaper and ThePineTree.net website. A sample copy of these announcements from pinetree.net is provided in Appendix A.

At the study session, AMEC presented information on the purpose of the plan and its planning process, the results of the risk assessment, and ideas for the mitigation strategy. Questions and comments from the public were invited during the study session.

The public was also given an opportunity to provide input on a draft of the complete plan prior to its submittal to the State and FEMA. Calaveras County provided the plan draft for review and comment on the website at <http://www.insertwebaddress> and in hard copy at the following locations:

- Location 1
- Location 2
- Location 3

The plan was available at these locations from **insert dates**. The jurisdictions announced the availability of the draft plan and the public comment period in the *Calaveras Enterprise* on **insert date**. A copy of this notice is provided in Appendix A.

XX comments were received from the public and addressed issues of ... These comments are on file at the Calaveras County Office of Emergency Services.

Step 3: Coordinate with Other Departments and Agencies

44 CFR Requirement 201.6(b): An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include: (2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process. (3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.

There are numerous organizations whose goals and interests interface with hazard mitigation in Calaveras County. Coordination with these organizations and other community planning efforts is vital to the success of this plan. The Calaveras County Office of Emergency Services invited other local, state, and federal departments and agencies to the kickoff meeting to learn about the hazard mitigation planning initiative. Many of the agencies participated throughout the planning process on the HMPC and were listed previously in Step 1: Organize the Planning Effort.

Several opportunities were provided for the above agencies to participate in the planning process. At the beginning of the planning process, invitations were extended to these groups to actively participate on the HMPC. These groups were also invited to participate through the public outreach process which included attendance at the board of supervisors meeting, and review and comment on the draft plan as previously described. The initial series of three multi-jurisdictional outreach/public education meetings was developed to provide an overview of the Disaster Mitigation Act of 2000 and the LHMP development process in order to get as many active participants involved in the planning process. Others assisted in the process by providing data directly as requested in the Data Collection Guide or through data contained on their websites. Further as part of both the HMPC and public outreach processes, all groups were invited to review and comment on the plan prior to submittal to CA-OES and FEMA.

In addition, the HMPC developed a list of neighboring communities and local and regional agencies involved in hazard mitigation activities, as well as other interested parties, to invite by letter to the presentation at the open study session of the Calaveras County Office of Emergency Services on October 7, 2008. The list of stakeholders invited is included in the contact list in Appendix A. All of these stakeholders were also invited to comment on the draft plan during the public comment period previously described.

As part of the coordination with other agencies, the HMPC collected and reviewed existing technical data, reports, and plans. State and federal agency data sources, including National Weather Service web pages and FEMA Flood Insurance Studies, were used to collect information. Calaveras County uses a variety of comprehensive planning mechanisms, such as land use and general plans, emergency operations plans, and municipal ordinances and building codes, to manage community growth and development. This information was used in the development of the hazard identification, vulnerability assessment, and capability assessment and in the formation of goals, objectives, and mitigation actions. These sources are documented throughout the plan and specifically in the capability assessment sections.

Phase 2 Assess Risk

Step 4: Identify the Hazards

AMEC assisted the HMPC in a process to identify the natural hazards that have impacted or could impact communities in Calaveras County. At the kickoff meeting, the HMPC discussed

past events and impacts and future probability for each of the hazards required by FEMA for consideration in a local hazard mitigation plan. The HMPC refined the list of hazards to make it relevant to Calaveras County. A profile of each of these hazards was then developed. Web resources, existing reports and plans, and existing GIS layers were used to compile information about past hazard events and determine the location, previous occurrences, probability of future occurrences, and magnitude/severity of each hazard. The AMEC Data Collection Guide distributed at the kickoff meeting helped identify hazards and vulnerabilities. Information on the methodology and resources used to identify and profile hazards is provided in Sections 3.1-3.2. A list of references is provided in Appendix B.

Step 5: Assess the Risks

After profiling the hazards that could affect Calaveras County, the HMPC collected information to describe the likely impacts of future hazard events on the participating jurisdictions. This step included two parts: a vulnerability assessment and a capability assessment.

Vulnerability Assessment—Both jurisdictions inventoried their assets at risk to natural hazards—overall and in identified hazard areas. These assets included total number and value of structures; critical facilities and infrastructure; natural, historic, and cultural assets; and economic assets. The HMPC also analyzed development trends in hazard areas.

Capability Assessment—This assessment consisted of identifying the existing mitigation capabilities of both participating jurisdictions. This involved collecting information about existing government programs, policies, regulations, ordinances, and plans that mitigate or could be used to mitigate risk to disasters. The jurisdictions collected information on their regulatory, personnel, fiscal, and technical capabilities, as well as ongoing initiatives related to interagency coordination and public outreach. This information is included in Chapter 3 Risk Assessment for Calaveras County and in Annex A for the City of Angels Camp.

AMEC provided the draft risk assessment to the HMPC in May 2008 for review and comment. Results of the risk assessment were presented and comments discussed at the second meeting of the HMPC.

Phase 3 Develop the Mitigation Plan

Step 6: Set Goals

AMEC facilitated a brainstorming and discussion session with the HMPC during their second meeting to identify goals and objectives for the overall multi-jurisdictional mitigation plan. The HMPC discussed definitions and examples of goals, objectives, and actions and considered the goals of the state hazard mitigation plan and other relevant local plans when forming their own goals and objectives. Then, each attendee identified and presented three ideas for plan goals and relevant objectives for each one. The group discussed the ideas and came to consensus on the

final goals and objectives for the multi-jurisdictional plan, which are further discussed in Chapter 4.

Step 7: Review Possible Activities

The HMPC identified and prioritized mitigation actions at their third meeting. The group was presented with six different categories of mitigation actions and examples of each. The HMPC then participated in a brainstorming process, in which each committee member identified at least three mitigation actions to address any three out of the plan's five goals. The HMPC then reviewed potential mitigation alternatives and identified new actions by hazard to ensure that all of the plan's profiled hazards were addressed.

The HMPC discussed criteria for narrowing down and prioritizing the identified actions. The group approved the STAPLEE criteria, which assesses the social, technical, administrative, political, legal, economic, and environmental implications of each action. Each member used this criterion to vote for their four highest priority projects. Projects were then sorted into high, medium, or low priority based upon the number of votes they received. This process is described in more detail in Chapter 4 Mitigation Strategy and support information is provided in Appendix C Mitigation Strategy.

The HMPC also identified the responsible agency for implementing each action. The identified agencies then completed a mitigation action implementation worksheet for each action. The purpose of these worksheets is to document background information, ideas for implementation, alternatives, responsible agency, partners, potential funding, cost estimates, benefits, and timeline for each identified action.

Step 8: Draft the Plan

Drafts of the jurisdictional annexes to the plan were developed and submitted to the HMPC for internal review in November 2008. Once the committee's comments were incorporated, a complete draft of the plan was made available online and in hard copy for review and comment by the public and other agencies and interested stakeholders. This review period was from **insert review period**. Methods for inviting interested parties and the public to review and comment on the plan were discussed in Steps 2 and 3, and materials are provided in Appendix A. Comments were integrated into a final draft for submittal to the California Office of Emergency Services and FEMA Region IX.

Phase 4 Implement the Plan and Monitor Progress

Step 9: Adopt the Plan

To secure buy-in and officially implement the plan, the governing bodies of each participating jurisdiction adopted the plan and their jurisdictional annex. A sample resolution is included in

Appendix D. Scanned copies of resolutions of adoption are included in the Prerequisites section at the beginning of this plan.

Step 10: Implement, Evaluate, and Revise the Plan

The HMPC developed and agreed upon an overall strategy for plan implementation and for monitoring and maintaining the plan over time during Meeting #3. This strategy is described in Chapter 5.