

# OPERATING PROCEDURES FOR THE VOLUSIA COUNTY MITIGATION 2020 TASK FORCE FOR HAZARD MITIGATION

## 1.0 Background and Purpose

The Volusia County Mitigation 2020 Task Force for Hazard Mitigation, aka, *Volusia Prepares*, was established to identify and recommend projects and programs that, when implemented, would eliminate, minimize, or otherwise mitigate the vulnerability of the people, property, environmental resources and economic vitality of the community to the impacts of future disasters. These identified projects and programs are termed “mitigation initiatives” and constitute the principal component of the “Volusia County Local Mitigation Strategy.” The fundamental purpose of this strategy is to guide, coordinate and facilitate the efforts of the agencies, organizations, and individuals participating Volusia Prepares as they seek funding, authorities or other resources necessary for implementation of the identified mitigation initiatives.

Volusia Prepares has established an organizational structure to support its operations, and has adopted bylaws that govern the membership and functioning of the group. To complement these bylaws, these procedures have been prepared to identify how this organizational structure identifies, evaluates and processes the mitigation initiatives needed to reduce the community’s vulnerability to future disasters. The procedures identify the steps through which newly proposed mitigation initiatives are evaluated and coordinated among the participants in Volusia Prepares, and then incorporated into the strategy. The procedures also define how the strategy will be routinely updated, enhanced and maintained in the future.

The procedures described herein are consistent with the computer software program “Mitigation 20/20™,”<sup>1</sup> which has been designed specifically for the purpose of developing, enhancing and maintaining local mitigation strategies. Volusia Prepares will utilize “Mitigation 20/20™” as a planning tool to support its operations.

## 2.0 Overview of the Procedure

This procedure covers the fundamental operations by Volusia Prepares to develop, expand and maintain the local mitigation strategy, including the following:

- Support of the organization and its operations,
- Assessment of the natural, technological and societal hazards threatening the community
- Identification of the human, economic and environmental vulnerabilities to those hazards,
- Assessment of the existing framework of policies, plans and requirements of the community as related to the capability to eliminate, reduce or mitigation the community’s vulnerabilities to the identified hazards,
- Identification, characterization, justification and prioritization of new initiatives to eliminate, reduce or mitigate the community’s vulnerabilities,

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- Evaluation and coordination of new mitigation initiatives by the Volusia Prepares,
- Resolution of conflicts between participants in the strategy regarding proposed mitigation initiatives and their implementation,
- Incorporation of mitigation initiatives into the strategy for future implementation,
- Coordination of the implementation of mitigation initiatives in the strategy,
- Periodic review of the status of implementation of the initiatives incorporated into the strategy, and assessment of their priority for the ensuing planning period, and
- Preparation and distribution of updated editions of the strategy to the community for review and adoption by the jurisdictions and organizations represented on Volusia Prepares.

### **3.0 Development and Maintenance of Volusia Prepares**

The categories and types of participants that are eligible for membership in the Volusia Prepares are specified in the Bylaws. Participants in Volusia Prepares include many different types of agencies, organizations and individuals, such as government agencies, regional authorities, community and neighborhood groups, business associations, private businesses and industries, local institutions, and even interested individuals. Organizational participants in Volusia Prepares have the following duties:

- To assign individuals to serve as agency or organizational representatives on the Volusia Prepares,
- To have these representatives attend meetings and contribute to the discussions and decision making conducted Volusia Prepares,
- To provide expertise, information or perspective on the identification and definition of hazards threatening the community,
- To conduct technical evaluations of the vulnerabilities of the facilities, systems, neighborhoods, operations and/or valuable resources for which they are responsible or otherwise depend upon,
- To identify, characterize, prioritize and propose for incorporation into the strategy various structural and non-structural mitigation initiatives that would eliminate, reduce or mitigate the vulnerabilities of their facilities, systems, operations or resources to the impacts of future disasters,
- To adopt, endorse or otherwise approve their portion of the mitigation strategy,
- To strive to implement the mitigation initiatives identified by the organization and incorporated into the strategy by Volusia Prepares as the resources and/or authorities to do so become available,
- To continue to appraise Volusia Prepares of the implementation status of the organization's proposed mitigation initiatives incorporated into the strategy, and
- To support or otherwise participate in Volusia Prepares' activities in the community to further develop its overall mitigation capability.
- The Bylaws of Volusia Prepares also establish the organizational structure and responsibilities of the Steering Committee and three permanent subcommittees for development, maintenance and implementation of the local mitigation strategy, which are: **Government Agency Group, Business Sustainability Group, and Community Based & Individuals Group**. Membership of the permanent subcommittees is unlimited and is open to all interested jurisdictions, organizations and individuals, under the direction of the committees' chairpersons.

The general duties and responsibilities of these three subcommittees are identified in the Bylaws, and this procedure defines how these committees carry out that those duties.

Volusia Prepares is also supported by a program staff provided by the Volusia County Office of Emergency Management. Under the direction of the Steering Committee, the program staff will establish a schedule of meetings of the committees, notify individuals of the meeting time and locations, and otherwise support the committees in their activities. The program staff will also routinely issue reports to the Steering Committee regarding the status of participation of the agencies and organizations with membership in Volusia Prepares, as well as on the progress of these agencies and organizations in developing and maintaining their role in the strategy. To do this, the program staff will maintain a list of the public and private organizations and agencies making up Volusia Prepares.

The Project Staff will also support the organization through the following operations:

- **Scheduling meetings of the Steering Committee and three permanent subcommittees: Government Agency Group, Business Sustainability Group, and Community Based & Individuals Group.**
- Supporting meetings as needed by preparing agendas and facilitating discussion, as well as preparing and distributing summaries of meetings,
- Training and informing participants in the technical and administrative operations needed for development and maintenance of the strategy,
- Assisting with the technical analyses, when necessary,
- Processing information and data provided by the participants for its use in the strategy,
- Supporting agency and organizational efforts for the implementation of the mitigation initiatives incorporated into the strategy,
- Maintaining the computer database of the mitigation initiatives proposed by the participants and incorporated into the strategy, and
- Providing other such information and support as feasible to accomplish the mission of Volusia Prepares.

#### **4.0 Increasing Community Awareness and Understanding of Hazard Mitigation**

One of the key roles of Volusia Prepares is to increase the general public's awareness of the benefits of hazard mitigation and the available techniques for making the community more disaster resistant. An important assessment necessary for the effective development and maintenance of the Volusia County Local Mitigation Strategy is to evaluate the current level of the public's understanding of, acceptance for and willingness to implement a range of mitigation initiatives. Periodically, as indicated or upon the request of the Steering Committee, the **Government Agency Group** will survey portions of the community or otherwise solicit information regarding the public's perspective on mitigation needs and programs, as well as the factors that make the public more vulnerable to disasters than is warranted.

The **Government Agency Group** will be responsible for ensuring that processes undertaken for the development, implementation and maintenance of the Volusia County Local Mitigation Strategy have adequately considered public needs and viewpoints. As needed, the **Government Agency Group** will encourage appropriate participating

agencies and organizations to propose mitigation initiatives that would, upon implementation, further public understanding and utilization of good mitigation practices.

## **5.0 Identification of the Hazards Threatening the Community**

The **Government Agency Group** is responsible for Volusia Prepares' ongoing efforts to identify the natural, technological and societal hazards threatening the community. The purpose of this analysis is to define those locations, facilities or systems within Volusia County that may be vulnerable to the impacts of those hazards and warrant further assessment. For the convenience of subsequent planning, the analysis will be conducted, where feasible, on the basis of local government jurisdictional boundaries.

In its discretion, the **Government Agency Group** may conduct this analysis on behalf of all jurisdictions, or may request each local government jurisdiction to conduct the analysis independently using a common methodology to be specified by the subcommittee. To the extent information is available, the **Government Agency Group** and/or the individual jurisdiction will utilize and data provided in a geographic information system (GIS) format for those identified hazards that have been so characterized. When feasible, information and data resulting from Volusia Prepares' efforts will be recorded a GIS format as well. In the absence of available GIS data, the analysis will be conducted on the basis of "best judgment" by the planning participants.

The hazard identification analysis will be accomplished through the following general methodology:

- Identifying all significant natural, technological and societal hazards that threaten Volusia County,
- Defining or estimating the geographic and/or operational scope of the areas and/or community functions within Volusia County that could be impacted by the hazard,
- Determining or estimating the probability or frequency of occurrence of the hazard event,
- Defining, estimating or predicting the general consequences of the event to human health and safety, to property, to valuable environmental resources and the economic vitality of the community.
- Deriving a measure of risk to reflect the relative significance of hazard being addressed to the jurisdiction being evaluated.

The measure of relative risk may then be used by the jurisdiction and/or the **Government Agency Group** to guide and prioritize the subsequent mitigation planning process. The hazard identification process is intended to encompass both developed areas of Volusia County, as well as those likely to be developed in the future.

Hazard identification information and other findings from this analysis will be made available for use by the public and other interested organizations and agencies. As applicable, the findings of the analysis will be included in the individual jurisdictional and/or organizational sections of the Volusia County Local Mitigation Strategy.

## **6.0 Vulnerability Assessment**

Considering the relative risk of the identified hazards for each local jurisdiction, the participants in Volusia Prepares will then conduct an assessment of the vulnerability of specific facilities, systems, and/or neighborhoods within those jurisdictions, as applicable to their authorities, responsibilities and/or interests. The **Government Agency Group** is responsible for establishing a common methodology for use by all participants in the assessment process and for monitoring progress in implementation of the assessment.

The vulnerability assessments of specific facilities and systems will be conducted by those agencies, organizations or individuals represented on Volusia Prepares that have established operational control over the facilities or systems, or otherwise have been designated as responsible for them. For neighborhoods, the assessment will be conducted by the local government agency with expertise, responsibility or interest in the location, and/or by representatives of the applicable neighborhood or community association.

Vulnerability assessments will include evaluation of the potential for physical damage or operational failure due to the occurrence of the hazards identified as threatening the community. This evaluation will also include the vulnerability of the community to physical damage or operational failure of that facility, system or neighborhood.

The vulnerability assessment process will identify, for the evaluated facilities, systems and neighborhoods, those features or functions relatively more vulnerable to damage or failure in the event of the occurrence of a specified hazard. This finding is then available for the Volusia Prepares participants and/or the **Government Agency Group** to use in the development of proposed initiatives needed to eliminate, reduce or otherwise mitigate those vulnerabilities.

For each update of the strategy, the **Government Agency Group** will identify those facilities, systems and/or neighborhoods thought to be vulnerable to the impacts of a disaster that have not yet be subject to a vulnerability assessment. The **Government Agency Group** will strive to obtain assessments for all potential vulnerable facilities, systems or neighborhoods until the entire community has been evaluated.

In addition, to the extent feasible, the **Government Agency Group** will strive to obtain vulnerability assessments for undeveloped land that is likely to be developed in the future. This will be done to identify the mitigation actions necessary to incorporate into the land's development to protect new facilities, systems and neighborhoods from future hazard events. These identified mitigation actions will be formulated as proposed mitigation initiatives for incorporation into the strategy and that would, upon implementation, guide the development of the land in the desired manner.

The findings from the vulnerability assessment will be made available for use by the public and other interested organizations and agencies. As applicable, the findings of the analysis will be included in the individual jurisdictional and/or organizational sections of the Volusia County Local Mitigation Strategy.

## **7.0 Evaluation of Existing Policies, Plans and Regulations**

Using the results of the hazard identification and vulnerability assessment process, the **Government Agency Group** will maintain an ongoing effort to evaluate the existing policies, plans and regulations of the local government jurisdictions within Volusia

County. This analysis will be used to define the capabilities of the local jurisdictions' policies, plans and regulations to effectively control or manage the identified hazards and/or eliminate or minimize the vulnerability to those hazards. The **Government Agency Group** will implement a common analysis methodology to define the following characteristics of the policy, planning and regulatory framework of Volusia County and its local jurisdictions:

- The existing array of policies, plans and regulations established by local jurisdictions in Volusia County that are relevant to the control and management of hazards and vulnerabilities to those hazards,
- Shortfalls or gaps in the policies, plans and regulations of the local jurisdictions to adequately eliminate or reduce vulnerabilities to identified hazards,
- Inconsistencies or conflicts between the policies, plans and regulations of local jurisdictions resulting in reduced capabilities to eliminate or reduce vulnerabilities to identified hazards, and
- Inadequacies of local jurisdiction's policy, planning or regulatory framework to fully comply with state or federal hazard mitigation requirements.

This analysis may be conducted by the **Government Agency Group**, the program staff and/or individual local jurisdictions using the methodology established. The findings of the analysis will be available for the applicable participating local jurisdictions to identify mitigation initiatives to modify or enhance the existing policy, planning and regulatory framework and to incorporate these initiatives into the corresponding section of the Volusia County Local Mitigation Strategy.

## **8.0 Identification and Characterization of Proposed Mitigation Initiatives**

All agencies and organizations participating in Volusia Prepares are encouraged to propose mitigation initiatives for processing and incorporation into the local mitigation strategy, based on the findings of the participant's hazard identification, vulnerability assessment, and evaluation of policies, plans and regulations. Formulation of mitigation initiatives will be done only by those individual agencies, organizations or jurisdictions participating in Volusia Prepares that have the responsibility or authority to implement the identified mitigation initiative should the resources and/or authorities become available to do so. When needed, the **Government Agency Group** may request an agency, organization or jurisdiction that has such responsibility or authority for its cooperation and support to formulate proposed mitigation initiatives determined to be needed based on the results of the hazard identification, vulnerability assessment or evaluation of policies, plans and regulations.

The identification and characterization of proposed mitigation initiatives for incorporation into the Volusia County Local Mitigation Strategy will be in accord with a common methodology established by the **Government Agency Group**. Proposed mitigation initiatives may be structural, non-structural or combined structural and non-structural, and will be identified and characterized by representatives of the agency or organization intending to propose that initiative for incorporation into the strategy. The program staff may offer assistance and guidance to the participating agency or organization regarding the process to identify and characterize mitigation initiatives, but the participant is responsible for the validity of the information utilized to characterize the proposed initiative. A participating agency or organization may identify and characterize as many

mitigation initiatives as desired to propose for incorporation into the Volusia County Local Mitigation Strategy.

## **9.0 Prioritization and Submission of Proposed Mitigation Initiatives**

In order to most effectively allocate limited resources available for implementation of mitigation actions in Volusia County, all initiatives proposed for incorporation into the strategy will be prioritized in accord with a common methodology established by the **Government Agency Group**. The participating agency or organization proposing each initiative is responsible for use of the common methodology.

Upon completion of the identification, characterization and prioritization of a mitigation initiative proposed for incorporation into the strategy, the participating agency or organization will submit the proposal to the **Government Agency Group** for review and coordination with other proposed mitigation initiatives. The submittal will be in a format and manner established by the **Government Agency Group** for this purpose.

## **10.0 Review and Coordination of Proposed Mitigation Initiatives**

**Government Agency Group** is responsible for ensuring the inter-jurisdictional and inter-organizational review and coordination of proposed mitigation initiatives. To accomplish this responsibility, the **Government Agency Group** will do the following:

- Establish a schedule for the participants to submit proposed mitigation initiatives to be considered for incorporation into the next edition of the Volusia County Local Mitigation Strategy,
- Establish the common methodologies to be used by all participating agencies and organizations in Volusia County for the identification, characterization and prioritization of proposed mitigation initiatives, and distribute such guidance or information as needed to facilitate complete and accurate submittals by the participants,
- Review each proposed mitigation initiative received for completeness, adherence to the prescribed methodology and format, the validity of the characterization information and data used by the participant, and the likelihood that the proposal will actually mitigate the hazard(s) or vulnerability(ies) of concern,
- Compare proposed mitigation initiatives with others already incorporated into the strategy or being submitted during the current planning period to ensure an absence of conflict or redundancy in purpose,
- If needed, return the proposed mitigation initiatives to the submitting agency or organization for additional information or analysis and resubmittal, and
- Prepare a recommendation for action by the Steering Committee to incorporate the proposed mitigation initiative into the Volusia County Local Mitigation Strategy and to consent to the participant listing the proposed initiative in its own section of the strategy. In preparing a recommendation, the **Government Agency Group** will make every reasonable effort to work with the agency or organization proposing an initiative to avoid making a recommendation that incorporation be refused by the Steering Committee.

## **11.0 Incorporation of Proposed Mitigation Initiatives into the Strategy**

The Steering Committee, at next meeting following receipt of the **Government Agency Group's** recommendation, will review and act upon that recommendation regarding incorporation of the proposed mitigation initiatives into the Volusia County Local Mitigation Strategy. The Steering Committee may concur with the recommendation or disagree. Upon concurrence, the Steering Committee will vote to incorporate or refuse to incorporate the proposed mitigation initiative into the strategy, as recommended by the **Government Agency Group**.

In the event that the Steering Committee refuses to incorporate the proposed mitigation initiative into the strategy, a full explanation for the action will be provided to the participant and suggestions made regarding corrective actions that could be taken to enable the proposal to be so incorporated. The proposing agency or organization would then be responsible for taking such actions and resubmitting the proposal for incorporation into the strategy.

In the event the Steering Committee disagrees with a recommendation made by the **Government Agency Group**, it will inform the **Government Agency Group** of the points of disagreement and suggest steps to be taken to make the recommendation acceptable for action. **Government Agency Group** would implement these steps as soon as feasible.

No proposed mitigation initiative will be considered as incorporated into the strategy until it is the subject of an affirmative majority vote for approval by the Steering Committee.

## **12.0 Resolving Conflicts**

In the event that a mitigation initiative proposed by a participating agency or organization is determined by the **Government Agency Group** to be in conflict with one or more other initiatives in the strategy or being submitted by others, the subcommittee will take action to resolve the conflict. This will be done in the following manner:

- The participants proposing the conflicting mitigation initiatives will be notified of the findings of the **Government Agency Group** and requested to make any such modifications to the proposals needed to resolve the conflicts,
- Should the participants be initially unwilling or unable to make such modifications to their proposed mitigation initiatives, the **Government Agency Group** will schedule and hold a detailed discussion of the matter and involve both participants and any other interested parties,
- In the event that such detailed discussions do not result in voluntary action on the part of the participants making the proposals, the **Government Agency Group** will formulate a recommendation to resolve the conflict. In making this recommendation, in its discretion, the **Government Agency Group** may give preference to the proposal already incorporated into the strategy, to the first submitted to the subcommittee for review, and/or to the proposal achieving the highest priority score in accord with the methodology established.
- The **Government Agency Group's** recommendation will be transmitted for action to the Steering Committee.
- The Steering Committee will review the recommendation and take any such action as deemed appropriate to reconcile the conflict prior to incorporation of the proposal(s) into the next edition of the strategy.

### **13.0 Incomplete Processing of Proposed Mitigation Initiatives**

If proposed mitigation initiatives are submitted to the **Government Agency Group** after the deadline established for that purpose, in its discretion, the Committee may decline the process such proposed initiatives for the next edition of the strategy. However, the subcommittee will retain the submissions, and review and process the initiatives in accord with this procedure for purposes of incorporating them into the subsequent edition of the strategy. These unprocessed mitigation initiatives will be termed “pending” mitigation initiatives, and may be listed in the next published edition of the strategy under that term. Pending mitigation initiatives will not be eligible for funding or resources made available through Volusia Prepares and/or the Volusia County Mitigation Strategy in the same manner as would proposed initiatives that are fully processed, prioritized and incorporated into the strategy. The participating agencies and organizations may separately, in their discretion, pursue implementation of pending mitigation initiatives at any time.

### **14.0 Implementation of Proposed Mitigation Initiatives**

Following its incorporation into the Volusia County Local Mitigation Strategy, each participating agency or organization is responsible to attempting to secure the funding, resources or other approvals and permits necessary to implement the proposed mitigation initiative. Volusia Prepares will provide such support to the agency or organization as is feasible at the time, but the agency or organization itself maintains full legal, financial and administrative responsibility for implementation of the proposed action.

On request of the agency or organization attempting to implement an approved mitigation initiative, the Steering Committee will certify to any identified party that the proposed mitigation initiative was subjected to Volusia Prepares’ review and coordination process, and that it has been approved for incorporation into the strategy. If desired, this certification and documentation of an initiative’s incorporation into the strategy may be delegated by the Steering Committee to the program staff.

### **15.0 Monitoring of Implementation of Mitigation Initiatives**

The **Government Agency Group** will be responsible for monitoring the status of implementation of proposed mitigation initiatives incorporated into the strategy. On an annual basis, the participating agencies and organizations will make information available to identify if one or more of the following actions have been accomplished by the agency or organization proposing the initiative:

- Initial actions to obtain funding, permits, approvals or other resources needed to begin implementation of the initiative,
- Any necessary design or development actions have been initiated or completed, or if funding has been obtained,
- Complete implementation of the mitigation initiative,
- If the agency or organization proposing the initiative no longer intends to implement the initiative, and/or
- Additional information or analysis has been developed that would modify the priority originally assigned to the initiative upon its incorporation into the strategy.

In monitoring the implementation status of the mitigation initiatives incorporated into the Volusia County Local Mitigation Strategy, the **Government Agency Group** will evaluate the continued priority for implementation to be afforded each initiative incorporated into the strategy. This determination will be made with consideration of the following factors:

- The proposed initiative's relationship to current or more recent hazard identification and risk assessment evaluations conducted by Volusia Prepares,
- Recent experience with hazard events in Volusia County and the relevance to the proposed initiative to mitigating the vulnerabilities to those hazards,
- The initiative's predicted current and/or continuing acceptance to the community for implementation, and
- The current probability of receiving funding for implementation from local, state or federal sources and its consistency with current local, state and federal program priorities.

On an annual basis, and for preparation of the next scheduled strategy update, the **Government Agency Group** will recommend to the Steering Committee that an initiative be designated as priority for initiation, continued at its currently designated priority, or deferred for future action. The subcommittee will also advise the Steering Committee when an initiative is being or has been implemented and can be removed from the strategy, or the proposing agency or organization has terminated action on the initiative and has requested its removal from the strategy.

The Steering Committee will consider and act on the **Government Agency Group's** recommendation in order to finalize the list of approved proposed mitigation initiative to be incorporated into the next updated edition of the Volusia County Local Mitigation Strategy.

## **16.0 Approval and Issuance of the Volusia County Local Mitigation Strategy**

**On an no longer than five-year basis**, Volusia Prepares for Hazard Mitigation will approve and issue an update of the Volusia County Local Mitigation Strategy, **after receiving and incorporating public input into the plan**. To do this, the Steering Committee will, by affirmative majority vote, allow release of the updated version of the strategy, which will contain at least the following information:

- The currently approved listing of the mitigation initiatives proposed by participating agencies and organizations,
- A statement of the Volusia Prepares' goals and objectives for initiative implementation for the coming planning period,
- Updated information regarding the findings of the hazard identification, vulnerability assessment and evaluation of policies, plans and regulations,
- Progress on implementation of the mitigation initiatives previously incorporated into the strategy,
- A listing of the currently participating agencies and organizations and the status of their participation,
- The current edition of Volusia Prepares' Bylaws and operating procedures.

The updated strategy will contain any proposed and approved mitigation initiatives processed by Volusia Prepares during the preceding planning period. It will also include the approved proposed mitigation initiatives listed in any previous editions of the strategy unless they are recommended for removal by the **Government Agency Group**, and the Steering Committee has concurred with that recommendation.

Each jurisdiction and/or organization participating in the mitigation planning process will have a separate section of the strategy document specifically intended to list the findings of any analyses done for that jurisdiction. This separate section will also contain the complete list of mitigation initiatives proposed by that jurisdiction or organization.

The **Government Agency Group** will assist the Steering Committee in announcing the completion, approval and release of the strategy by Volusia Prepares. Prior to or concurrent with formal action to release the strategy, the Steering Committee may determine that a public hearing or public forum is necessary to allow the community an opportunity to review and comment on the strategy. Upon such a determination, the **Government Agency Group** Committee will take the necessary actions to plan, conduct and document the hearing process.

The **Government Agency Group** Committee will also take such actions as feasible to make the Volusia County Local Mitigation Strategy readily available to members of the public and other interested organizations and agencies. At a minimum, a full copy of the strategy will be available to each participating jurisdiction or organization.

**Upon release of the Volusia County Local Mitigation Strategy and subsequent approval by Florida Department of Community Affairs**, the Steering Committee will request the governing body of each participating jurisdiction or organization to take action to adopt, approve and/or endorse the strategy. **Upon approval, the participating jurisdiction and/or organization will notify the Project Staff and Steering Committee.** In the event that a jurisdiction rejects or disapproves a plan in whole or in part, the Steering Committee will be notified of the reasons for the rejection or disapproval. The representatives of that jurisdiction or organization will then be requested to work with the **Government Agency Group and Project Staff** to address and resolve the impediments interfering with receipt of approval or endorsement by the participating jurisdiction or organization.

## **17.0 Approval of Supplements to the Strategy**

When indicated, the Steering Committee may, in its sole discretion, elect to approve issuance of a supplement to the currently approved mitigation strategy. This supplement may contain one or more proposed mitigation initiatives that have been fully processed by the **Government Agency Group** and Steering Committees in accordance with this procedure. Upon its issuance, the supplement and the mitigation initiatives contained therein are considered to be an integral part of the Volusia County Local Mitigation Strategy pending the approval of the supplement by the governing body of the jurisdiction or organization that proposed the initiatives.

## **18.0 Assistance with Initiative Funding and Implementation**

Each participating agency and organization is responsible for implementation of the mitigation initiatives contained within their portion of the Volusia County Local Mitigation Strategy when the necessary resources, funding, authorities and/or authorizations to do

so become available. Volusia Prepares will, nevertheless, offer assistance and support to the participating agencies and organizations in implementing their proposed mitigation initiatives as appropriate opportunities arise.

The **Project Staff** will, during each planning cycle, attempt to obtain information regarding upcoming state and federal programs which may offer opportunities for participating agencies and organizations to receive funding for initiative implementation. The **Government Agency Group** will assess the proposed mitigation initiatives listed in the current approved edition of the Volusia County Local Mitigation Strategy for all jurisdictions and organizations, and identify the proposed mitigation initiatives matching the funding requirements and/or limitations of the applicable state and federal program. The **Government Agency Group** will then select the proposed initiatives in descending order of priority ranking and, in turn, notify the participating agency or organization of the potential availability of funding for initiative implementation. If it wished to apply for the funding available, the applicable agency or organization would be responsible for then agreeing to complete the necessary application forms, provide any matching funds, etc. If an agency or organization was unable or unwilling to undertake the application process, the **Government Agency Group** and/or program staff would notify the agency or organization with the next highest ranked proposed mitigation initiative listed in the current strategy. In the event that two or more proposed mitigation initiatives listed in the strategy were eligible for the funding opportunity and had the same priority ranking, the **Government Agency Group** and/or Project Staff would simultaneously notify the proposing agencies or organizations.

This action by the **Government Agency Group** and program staff is only intended to facilitate implementation of the various initiatives listed in the Volusia County Local Mitigation Strategy. Nothing in this procedure or the Bylaws of Volusia Prepares is intended to prohibit, interfere with or discourage any participating agency or organization from seeking the funding, resources or authorities at any time to implement proposed mitigation initiatives listed in the Volusia County Local Mitigation Strategy.

## **19.0 Assessment of Recent Disaster Events**

Within 60 days following a significant disaster or emergency event impacting Volusia County or any of its municipal jurisdictions, the **Government Agency Group** will conduct an analysis of the event to capture any “lessons learned” for the purpose of continuing development of the Volusia County Local Mitigation Strategy. **Government Agency Group**, with the support of the program staff, will classify the event based on the hazard category and assess the magnitude of the event and the community’s reaction to it. The direct and indirect damage, response and recovery costs will also be gathered or estimated. Any mitigation techniques in place in the impacted areas would be assessed for their apparent effectiveness in decreasing damages. The type and extent of the damages that were experienced would also be evaluated to determine the types of mitigation initiatives that should be incorporated into the strategy to avoid similar losses during future hazard events of the same type. Based on this assessment, the **Government Agency Group** would recommend to one or more of the participating agencies or organizations that they propose appropriate mitigation initiatives for incorporation into the next edition of the strategy. In its discretion, the agency or organization could then propose such an initiative and transmit it to the **Government Agency Group** for processing in accord with this procedure.