

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 09/18/13

Via:

From: Sheriff Scott Turner

Title of Item: All Hazards Mitigation Plan Information

Requested Meeting Date: 09/24/13 Est. Presentation Time: 15 min

Presenter: Sheriff Scott Turner

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Routine Business
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list)
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? _____ Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list)

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

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MEMO

TO: Board of Commissioners

DATE: September 18, 2013

FROM: Sheriff Scott Turner RE: All-Hazard Mitigation Plan/ Emergency Management

Later in the day on September 24, 2013, we will be meeting at the McGregor Community Center with representatives from the incorporated communities and other stake-holders to begin the process of updating our all-hazard mitigation plan.

At the Aitkin County Board meeting on that day, I wish to have a brief discussion about the process, what it will mean to not only Aitkin County, but to the other local units of government within Aitkin County as well as other possible beneficiaries. I also hope to get the level of county participation that will be necessary to achieve the desired goal.

In the coming weeks, I hope to meet with all of the city councils in Aitkin County to convey the importance of each community's involvement in the process as we all move forward to improve our ability to help keep our citizens safe from natural and man-made disasters.

It will be a discussion only, with no formal action necessary at that time.

Also, I would welcome the opportunity to have a general discussion about emergency management activities in Aitkin County.

Plan Update Development

August 2011

The sections to develop the five year review/update for mitigation plans are listed below.

Planning Process

- Develop team
- Contract with consultant
- Communicate milestones for the planning process
- Gather GIS data
- Identify Comprehensive Plans
- Identify other plans, ordinance, policy
- Identify future development
- Identify potential community partners
- Plan public meetings
- Document all meetings

Risk Assessment

- Revise Community Profile
- Evaluate hazards from previous plan
- Update hazards based on initial plan
- Revise the Risk Assessment
- Review the Risk Assessment with the team
- Complete hazard raking

Mitigation Actions

- Update the mitigation actions section
- Review mitigation actions section with the team
- Team gets input from their communities
- Revise all sections of the plan
- Schedule technical review with HSEM

Public Review

- Schedule public meetings
- Post public notice
- Place draft plan on website for review
- Identify public service announcement opportunities
- Hold the public meetings
- Incorporate comments/feedback

State/FEMA Review

- Send plan to HSEM for state review
- HSEM will send plan to FEMA after state approval
- Revise and resubmit per state/FEMA review
- FEMA will "approve pending adoption" when requirements met

Note: allow 90 days for this process

Local Adoption

- The county and cities adopt the plan
- The final plan and adoptions are sent to HSEM
- FEMA approves the multi-jurisdictional plan
- Local adoptions to be completed within six months