

1.0 PURPOSE, ORGANIZATION & OUTREACH

1.1 PURPOSE

Initial development of the Collier County Hazard Mitigation Plan was funded, in part, by the Florida Department of Community Affairs (FDCA) with Federal Emergency Management Agency (FEMA) funds earmarked for the development of comprehensive mitigation planning. The purpose of the Collier County Hazard Mitigation Plan is to develop a unified approach among county and municipal governments, along with inputs and participation from the private sector, for dealing with identified hazard and hazard management problems in the Collier County area. This strategy will serve as a tool to direct the county and municipal governments in their ongoing efforts to reduce vulnerability to the impacts produced by both natural and man-made hazards. The strategy will also help establish funding priorities for currently proposed mitigation projects and develop priority mitigation projects to be completed with such disaster assistance funds as may be made available after a disaster.

1.2 PROGRAM ORGANIZATION

Key to the organizational effectiveness of the Hazard Mitigation Plan and the basis for achieving broad community participation are through standing and ad hoc committees.

1.2.1 Local Mitigation Strategy Working Group & Quorum for Business

The Local Mitigation Strategy Working Group (LMS) is organized under the Collier County Citizens Corps. It serves as the policy development body for the Hazard Mitigation Plan program. The role of this Working Group is to advise and assist in the formulation, implementation, administration and refinement of the unified Collier County Hazard Mitigation Plan.

Membership on the LMS is not limited. However, it should have at least one representative from each municipality and one representative from the county. Private citizens, businesses, educational institutions and private-non-profit organizations are encourage participate as voting members in the process. To have a vote on the LMS WG any individual can make the request to be a "voting member" at a LMS WG meeting and the working group votes on the request. Voting representatives can send designated alternates to attend committee meetings and to participate in discussions, program policy, administration, plan revisions, project prioritization and endorsement, etc.

The LMS has a designated Chair and Vice-Chair, after December 2004 they will be voted into position every other year, staggering the position appointments. Positions may be reappointed. The LMS Chair will not cast a vote unless there is a tie vote on the floor. The LMS Vice Chair has a vote unless this person is acting as the Chair.

Responsibilities of the "voting members":

- Attend and "actively" participate in all regularly scheduled Local Mitigation Strategy Working Group (LMSWG) meetings. Send a "qualified alternate" should one not be able to attend.
- Furnish all information required by the Local Mitigation Strategy Working Group in the timeframe established by the LMSWG.

- Update/maintain information in the Collier County Hazard Mitigation Plan as it relates to your jurisdiction.

Quorum for LMS business: A minimum of five voting members must be present at the meeting. Upon meeting that requirement, a simple majority vote is all that is necessary to consummate business.

Comments from members not present or from the public will be addressed at the meeting and entered into the record.

1.2.2 Local Mitigation Strategy Working Group's Committees

The Chair of the LMS Working Group is authorized to establish committees as needed to further the goals and objectives of the Hazard Mitigation Plan. Committee members need not be LMS members but may be any individual able to provide special expertise and knowledge about specific concerns addressed in the Hazard Mitigation Plan.

Three such Committees were established in the early stages of the Hazard Mitigation Plan to assist with initial program and plan development. They included: The **Vulnerability Analysis Committee**, the **Finance & Outreach Committee**, and the **Community Rating System (CRS) Committee**. Over the course of the project, the committees may evolved and change their names to reflect a growing focus particular issues. The Vulnerability Analysis and Financial and Outreach committees may gradually became inactive as the Hazard Mitigation Plan matures, but are subject to reactivation if future needs warrant.

One additional subcommittee, the **Update/Review Committee**, may be created specifically to monitor and evaluate the effectiveness of the Hazard Mitigation Plan and recommend changes to ensure the Hazard Mitigation Plan remains current, compliant, focused, and responsive to community interests and needs. In March 2004, the Collier County Citizens Corps voted to designate a member of the Emergency Management office as the Chair of the LMS in order to providing guidance and assistance in bringing the 1998 Local Mitigation Strategy and program into compliance with the new federal guidelines and criteria established in response to the Disaster Mitigation Act of 2000 and Title 44 Code of Federal Regulations.

The **Evaluation Panel** is a committee that should be established specifically to review, score and prioritize Hazard Mitigation Plan mitigation projects submitted by Hazard Mitigation Plan steering committee members and other partner organizations in accordance with guidelines, procedures and criteria developed early in the program. Twice annually the panel prepares and submits Prioritized Project Lists (PPLs) to the Collier County Citizens Corps for approval and adoption by the Board of County Commissioners.

1.2.3 Conflict Resolution

For any issue opposed by less than 50% of the Workgroup, resolution will be attempted utilizing the following:

A separate meeting will be scheduled with only those opposed to the issue (other interested parties may also attend; however, attendance is not required). The meeting will focus on identifying the root cause(s) of the opposition and determine whether compromise is possible.

If a resolution appears possible, but further discussion is needed, a subsequent meeting may be scheduled between a representative of the Board of County Commissioners (BOCC) and the mayors of the municipalities opposed. A representative from the state may also be invited to this meeting if deemed appropriate.

The last informal attempt at resolution will be a meeting with the entire BOCC and the councils/commissions involved. This step will only be utilized when a very small minority of the Local Mitigation Strategy Working Group remains opposed to an issue.

Opposition to issues from non-governmental entities will be handled in a similar manner.

Upon inability to reach a compromise or the unsuccessful completion of the process, the full Collier County Citizen Corps will be consulted. If 75% of the Citizen Corps recommends that additional attempts at resolving the issues be made, the Conflict Resolution Process of the Southwest Florida Regional Planning Council shall be utilized. If 75% of the Citizen Corps recommends that the mediation be discontinued, the issue will be tabled.

Under Florida's Government in the Sunshine, all meeting of the Local Mitigation Strategy Working Group, its sub committees, and the Citizen Corps are open to the public and are duly advertised.

1.3 HAZARD MITIGATION PLAN OUTREACH, PARTICIPATION & MEETING REQUIREMENTS

At this time there are no participation requirements for others except for those set for the "Participating Jurisdictions" and for voting members unable to attend a particular meeting should designate their representative to cast their vote. Until the Board of County Commissioners adopts the Hazard Mitigation Plan, the LMS Working Group will meet monthly. After adoption, the LMS Working group will meet during December and July at a minimum. Subcommittees will set their own schedule and report to the Working Group.

[Annex G](#) will include all meeting summaries along with an attendance list from each meeting to ensure participation in the revision process. Each jurisdiction must have a current resolution/interlocal agreement formally adopting the Hazard Mitigation Plan.

1.3.1 Participating Jurisdictions:

In order for a jurisdiction to be eligible for Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA) and Pre-Disaster Mitigation (PDM) funding programs, they must have an adopted resolution/interlocal agreement adopting the Hazard Mitigation Plan. [Annex D](#) will include the Board of County Commissioners agenda item summary along with a copy of all resolutions/Interlocal agreements of the jurisdictions that have formally adopted the Hazard Mitigation Plan. The following are the "Participating Jurisdictions":

- Collier County Government represents all unincorporated Collier County, including Golden Gate Estates, Golden Gate City and Immokalee)
- Everglades City
- City of Naples
- City of Marco Island

Participating Jurisdiction Responsibilities:

- Select a primary and alternate to attend and “actively” participate in all regularly scheduled Local Mitigation Strategy Working Group (LMSWG) meetings. (NOTE: Your nominees should possess the full support of the jurisdiction’s chief executive in order to obtain the most accurate and timely information required for the Hazard Mitigation Planning effort.)
- Furnish all information required by the Local Mitigation Strategy Working Group in the timeframe established by the LMSWG.
- Update/maintain information in the Collier County Hazard Mitigation Plan as it relates to your jurisdiction.
- Ratify the final Collier County Hazard Mitigation Plan adopted by the Board of county Commissioners, by resolution or other legal device, to indicate participation and acceptance of the mitigation strategy developed.

1.3.2 Non-Governmental Organizations (NGO’s) and other Governmental Entities

In order to qualify for Hazard Mitigation Plan grant sponsorship, NGO’s and other governmental entities must:

- Have an interlocal agreement or resolution on file with the county and Hazard Mitigation Plan; and
- Adhere to the meeting participation standards outlined in the previous section.

Adjacent counties and the Seminole Tribe are invited to attend via their emergency management offices. Thus far, Highlands County attended one of the initial CY 2004 meetings.

1.3.3 The Public and Private Sector

Participation by private organizations and the general public is strictly voluntary, but their attendance, comments, and contributions will be encouraged, monitored and fully documented. In addition to the broadly cast public invitation to participate disseminated via newspaper, broadcast facsimile (to over 900 businesses, condos, mobile home parks, private schools, etc.), E-mail distribution list groupings (to over 1,000 addresses), worldwide web announcements (<http://collierem.org/LMS/LMS.htm>), etc., direct targeted invitation were sent to the following:

Each City (Naples, Marco Island, Everglades City)
 Collier County Sheriff
 Collier County Clerk of Courts
 Collier County Property Appraiser
 American Red Cross
 Florida Gulf Coast University
 Collier County Public Schools
 International College
 Florida Power & Light
 Lee County Electric Cooperative
 Southwest Florida Regional Planning Council
 Naples Chamber of Commerce

Immokalee Friendship House
 South Florida Water Management District
 Naples Community Hospital
 Florida Department of Health
 Florida Division of Law Enforcement
 Florida Division of Forestry
 Immokalee Independent Fire District
 Big Corkscrew Independent Fire District
 Golden Gate Independent Fire District
 North Naples Independent Fire District
 East Naples Independent Fire District
 Florida Department of Agriculture
 Florida Division of Emergency Mgt.
 Naples Airport Authority

Each meeting summary will contain how solicitation was completed for that specific meeting along with any comments and suggestions made by the public. For each meeting, a meeting summary, attendance list, public invite, public comments and all other solicitation efforts concerning public comments will be posted on the web through www.collierem.org page. The public will be invited to a minimum of two Hazard Mitigation Plan meetings a year.

In order to invite and promote the opportunity for broad participation, at a minimum, meeting notices and agendas are posted through some combination of the following: newspaper ads or public service announcements; postings on county and municipal websites, announcements on the county's TV station (Channel 11/16), postings in county and municipal newsletters and calendars, and batched faxes and e-mailings to previous participants. The procedures of invitation will be documented along with comments in the meeting summaries located in [Annex E](#). The various invitation notices are to ensure the continuation of public participation in the Local Mitigation Strategy update process and other activities in the future.

1.4 JURISDICTIONAL ADOPTION OF THE HAZARD MITIGATION PLAN

All jurisdictions wishing to participate in and share in the benefits deriving from the Hazard Mitigation Plan program at the local, state, and federal levels must complete and file a fully executed resolution and/or an interlocal agreement located in [Annex D](#), which conforms with the adoption standards as jointly established and amended by the Collier County Board of County Commissioners and the Hazard Mitigation Plan Steering Committee.

1.5 NEW JURISDICTIONS/ENTITIES

In the event of restructuring which duly adds, deletes, or merges jurisdictions within the county, the Hazard Mitigation Plan will appropriately adjust its voting member rolls and require any newly defined jurisdictions to provide all documentation necessary for participation in the program. New non-voting entities that may otherwise qualify for Hazard Mitigation Plan sponsored grants will be accepted contingent on execution of an interlocal agreement or resolution, and subject to the above participation standards.