

## **CHAPTER 2. PLANNING PROCESS**

### **Specific Jurisdictions Represented in the Plan**

The jurisdictions represented in this plan are Converse County, the city of Douglas, and the towns of Glenrock, Lost Springs, and Rolling Hills, Wyoming.

These are all of the incorporated communities in the county. This will be the original hazard mitigation plan for the county.

### **How the Jurisdictions Participated in the Plan Update**

The five local jurisdictions participated in the planning process. Participation occurred in the following ways:

- By providing key staff to participate in the LEPC planning meetings,
- By providing information on critical infrastructure and facilities,
- By providing existing plans and documents,
- By meeting with the contractor one-on-one as requested,
- By providing feedback on draft goals,
- By providing specific project ideas for the towns, city, and the county,
- By reviewing and commenting on the draft plan, and
- By adopting the plan--pending.

### **Opportunity for Involvement by Other Interests**

Emergency Management Coordinators in the counties adjacent to Converse County—Albany, Campbell, Johnson, Natrona, Niobrara, Platte, Weston, and Wheatland were notified that Converse County was undertaking a revision to the MHMP and invited to provide input, comments, and review the draft plan. Notification was done by phone and/or e-mail and included the current status of the update, where to find more information on the project, and contact information for questions and input.

The Wyoming Law Enforcement Academy and Eastern Wyoming College are located in Douglas. Local non-profits, businesses, and other organizations had opportunity to learn about and become involved in the process through articles and community calendar postings in the Glenrock Bird, the Glenrock Independent, the Douglas Budget, on the county's website, and on the Glenrock and Douglas municipalities' websites.

### **Process Followed to Update the Plan**

The process followed to update the plan had several steps over a period of approximately four years. Three successive County Emergency Management Coordinators attempted to work with the LEPC, conduct public involvement, and

assemble a hazard mitigation plan. While much good work was accomplished and this plan builds on that work, the results of their efforts were not deemed approvable.

In 2010, Converse County retained hazard mitigation planner, Beck Consulting of Red Lodge, Montana. Beck Consulting working closely with county and the LEPC, built upon the county's earlier work and produced this plan. The hazard profiles were developed by AMEC Earth and Environmental under a subcontract to Beck Consulting. Both Beck Consulting and AMEC have completed hazard mitigation planning work across the state of Wyoming. The citizen survey was prepared by MMI Planning.

To kick-off the project, the contractor met with the Local Emergency Planning Committee (LEPC) and Local Planning Committee or LPC, on October 27, 2010, in Glenrock. The LEPC contains representatives from the communities, emergency services, and local elected officials.

At this first meeting, Ms. Beck provided a one-page briefing paper about the project and explained what a Multi-Hazard Mitigation plan is and why the county was preparing this plan. Ms. Beck also went over the roles of various participants in the process including elected officials, the contractors, the coordinator, the LEPC and the LPC, the public, Wyoming Office of Homeland Security, and the Federal Emergency Management Agency (FEMA.) The group then revisited and validated the list of hazards and the goals from the previous work done by the county. Ms. Beck prepared a meeting summary which was provided electronically to the County Commissioners and Mayors along with the briefing paper. These documents were then posted on the Douglas, Glenrock, and Converse County websites.

### **Other Plans and Data Sources Consulted**

A multitude of state and federal data bases and other sources were used to update the hazard profiles. These sources are cited in the text of those profiles. Relevant local and county plans were reviewed by the contractor. The existing land use plan for the City of Douglas was deemed by city staff to be outdated and was under revision at the time so the contractor met with city staff to discuss issues of concern.

**Table 1.1 Local Plans Consulted**

<b>Name</b>	<b>Date</b>	<b>Type</b>	<b>How Used</b>
Converse County Community Wildfire Protection Plan	Sept. 2005	Hazard Assessment	Carried recommendations forward into MHMP goals and projects
Converse County Emergency Operations Plan	undated	Response Plan	Background
Converse County Together for Now and Tomorrow (CCTNT)	Dec. 2009	Growth Plan	Ensured projects in MHMP were consistent with CCTNT stated goals. Provided ideas for projects



County Commissioners at joint meeting with Glenrock Town Council

Beginning in October and continuing throughout the project Ms. Beck interviewed a variety of town, city, and county officials in person and on the phone. The interviews were conducted to obtain information on critical facilities and infrastructure, project ideas, existing regulations, and development trends.

During November and December of 2010, AMEC researched and wrote up the hazard profiles using the list of hazards drafted by county staff and validated by the LEPC. AMEC consulted a variety of sources including work recently completed for the Wyoming state hazard mitigation plan.

The LEPC convened again in January 2011. The publicly-noticed LEPC meeting was held this time in Douglas. At the meeting, participants went back over and finalized the preliminary list of projects. Projects were also given a priority ranking of high, medium, or low and the group made certain that there was at least one project identified for each of the participating jurisdictions. Once again the meeting was documented, the newspapers reported on the meetings, the commissioners and mayors were electronically updated, and meeting notes were posted on the three local websites.

## **How the Planning Team Reviewed and Analyzed the Existing Plan**

The Converse County LEPC served as the planning team for this project. There was no existing plan to analyze, however a great deal of information was available in draft form from the prior efforts of the County Emergency Management Coordinators.

## **How the Public Was Involved in the Update Process**

All project meetings were noticed in the newspapers of record—the Douglas Budget and the Glenrock Independent. These meetings included LEPC meetings, public meetings, and council and commission meetings. All participants were asked to sign-in at these meetings and meeting notes were prepared following each meeting. Meeting notes were posted on the Converse County, Douglas, and Glenrock websites.

Public meetings were held in Glenrock, Douglas, and Rolling Hills during this phase of the planning process. Previous public meetings were held by the various coordinators, but not documented. 2010-2011 meeting agendas, notes, and sign-in sheets can be found in Appendix A. Because attendance at the public meetings was poor, the county elected to complete a sample survey of registered voters. This was done during February and March of 2011.

The draft plan was posted on the County, Douglas and Glenrock websites. Hard copies of the draft plan were made available for public review in the libraries in Douglas and Glenrock, at all four town and city halls, and at the Converse County courthouse.

The public comment period was open from May 2 through June 3, 2011. Comments received on the draft plan were reviewed by the Emergency Management Coordinator and forwarded to the contractor for incorporation into the plan.

## **Individuals/Groups Involved in the Plan Update Process**

Over the course of five years, the following individuals and organizations were invited to participate in plan update.

- Converse County Office of Emergency Management
- Converse County Public Health Department
- Converse County Road and Bridge Department
- Converse County School Districts
- Town, City, and County Elected Officials
- Town, City, and County Public Works Departments
- Local Emergency Planning Committee
- American Red Cross
- Wyoming National Guard
- Douglas, Glenrock, and County Law Enforcement, Wyoming Highway Patrol
- Douglas, Glenrock, Rolling Hills and County Rural Fire Departments
- Railroad Emergency Response Team