



# Palos Park Police Department

8999 W. 123rd Street • Palos Park, Illinois 60464

Pride Progress Professionalism Dignity

Adm: (708) 671-3770  
Fax: (708) 448-0650  
E-Mail: [jmiller@palospark.org](mailto:jmiller@palospark.org)

## Statement of Intent to Participate in the Cook County, Illinois Hazard Mitigation Plan

Under 44 CFR Section 201.6 and the Disaster Mitigation Act of 2000, local governments must prepare and adopt a Hazard Mitigation Plan. In order to meet this requirement and, more importantly, to help reduce the loss of life and damage to property in the event of a natural or man-made disaster, our municipality intends to participate in a federally funded grant initiative to develop the Cook County Hazard Mitigation Plan jointly with Cook County. The Cook County Department of Homeland Security and Emergency Management (DHSEM) will serve as the lead agency for this initiative.

This statement of intent is nonbinding and is subject to any applicable local legal requirements, such as review by legal counsel and/or approval by legislative body/city council, if required. Municipalities will not be required to meet the necessary cash match for this initiative as this requirement will be met directly by Cook County on behalf of its municipalities.

We understand that the planning process will include meetings with representatives and subject matter experts from participating municipalities. The subject of the meetings will be to inform the municipalities about the needs and methods for identifying and prioritizing hazards in the municipality, to obtain municipal cooperation in sharing information on hazards, and to determine possible projects to reduce the impact of future incidents involving such hazards, all of which are prerequisites to municipalities later applying for Hazard Mitigation grant funds. We understand that in order to be considered as a participant under the Cook County Hazard Mitigation Plan that we will be required to participate in these meetings and to share information.

We recognize the importance of the Hazard Mitigation Plan to help safeguard the lives and property of our citizens and commit to participating in this process with Cook County.

Village of Palos Park

Type or print name of jurisdiction

Joseph Miller

Point of Contact (POC) Name

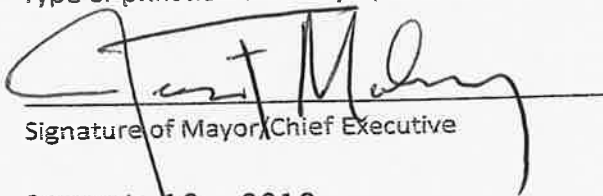
John F. Mahoney

Type or print name of Mayor/Chief Executive

Village of Palos Park Police

POC Agency/Title

Chief



Signature of Mayor/Chief Executive

708-671-3771

POC Phone Number

August 12, 2013

Date

[jmiller@palospark.org](mailto:jmiller@palospark.org)

POC Email Address

TONI PRECKWINKLE  
PRESIDENT  
COOK COUNTY BOARD OF COMMISSIONERS

MICHAEL MASTERS  
EXECUTIVE DIRECTOR



COOK COUNTY  
DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT

69 WEST WASHINGTON STREET, SUITE 2630  
CHICAGO, ILLINOIS 60602  
TEL: 312.603.8180

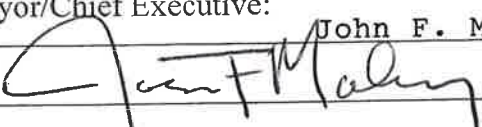
## Statement of Intent to Participate in the Cook County, Illinois Hazard Mitigation Plan

Under 44 CFR Section 201.6 and the Disaster Mitigation Act of 2000, local governments must prepare and adopt a Hazard Mitigation Plan. In order to meet this requirement and, more importantly, to help reduce the loss of life and damage to property in the event of a natural or man-made disaster, our municipality intends to participate in a federally funded grant initiative to develop the Cook County Hazard Mitigation Plan jointly with Cook County. The Cook County Department of Homeland Security and Emergency Management (DHSEM) will serve as the lead agency for this initiative.

This statement of intent is nonbinding and is subject to any applicable local legal requirements, such as review by legal counsel and/or approval by legislative body/city council, if required. Municipalities will not be required to meet the necessary cash match for this initiative as this requirement will be met directly by Cook County on behalf of its municipalities.

We understand that the planning process will include meetings with representatives and subject matter experts from participating municipalities. The subject of the meetings will be to inform the municipalities about the needs and methods for identifying and prioritizing hazards in the municipality, to obtain municipal cooperation in sharing information on hazards, and to determine possible projects to reduce the impact of future incidents involving such hazards, all of which are prerequisites to municipalities later applying for Hazard Mitigation grant funds. We understand that in order to be considered as a participant under the Cook County Hazard Mitigation Plan that we will be required to participate in these meetings and to share information.

We recognize the importance of the Hazard Mitigation Plan to help safeguard the lives and property of our citizens and commit to participating in this process with Cook County.

Name of Jurisdiction:	Village of Palos Park
Name of Mayor/Chief Executive:	John F. Mahoney
Signature:	
Date:	August 12, 2013
Point of Contact:	Joseph Miller
Phone:	708-671-3771
Email:	jmillier@palospark.org



## PLANNING PARTNER EXPECTATIONS

### ACHIEVING DMA COMPLIANCE FOR ALL PLANNING PARTNERS

One of the goals of the multi-jurisdictional approach to hazard mitigation planning is to achieve compliance with the Disaster Mitigation Act (DMA) for all participating members in the planning effort. DMA compliance must be certified for each member in order to maintain eligibility for the benefits under the DMA. To achieve compliance for all partners, the plan must clearly document how each planning partner seeking eligibility, participated in the plan's development. The best way to do this is to clearly define "participation". For this planning process, "participation" has been defined as addressing the following items:

- ✓ **The Estimated level of effort.** It is estimated that the total time commitment to meet these "participation" requirements for a planning partner not participating on the Steering Committee would be *approximately 40 hours over the 11 month period*. Approximately 60 percent of this time would be allocated to meeting items F through L described below.
- ✓ **Participate in the process.** This means to support the process to the best of your capabilities. This planning process will utilize a Steering Committee that will assume responsibility for many of the planning milestones prescribed for this process. This committee will be representative of the whole and will meet periodically throughout the process to provide direction and guidance to the planning team. Steering Committee meetings are not mandatory meetings for all planning partners. If you are not on the committee, your attendance is not required; however, it is our hope that all planning partners will attempt to remain engaged with this process. This process is anticipated to take 11 months to complete. It will be easy to become disconnected with the process objectives if you do not participate in these meetings to some degree.

The planning team will also request support from the partnership during the public involvement phase of the planning process. Support could be in the form of providing venues for public meetings, attending these meetings as meeting participants, providing technical support, etc. At a minimum, each participating planning partner will be asked to create a link on their home page to the hazard mitigation planning web page that will be created to support this planning effort.

- ✓ **Consistency Review.** All planning partners will be asked to identify their capabilities during this process. This capability assessment will require a review of existing documents (plans, studies, and ordinances) pertinent to each jurisdiction to identify policies or recommendations that are consistent with those in the "parent" plan or have policies and recommendations that complement the hazard mitigation initiatives selected (i.e.: comp plans, basin plans or hazard specific plans). It is noted that in the process of reviewing relevant data including critical facility information including sensitive or confidential data, all partners shall agree to keep

any such data confidential. Likewise all sensitive information shall be kept confidential per the executed agreement, by the plan consultant, Tetra Tech.

- ✓ **Participate in Public Information survey.** A web-based survey will be utilized during this planning effort to gauge the public's perception of risk as part of a comprehensive public outreach strategy. For surveys to be effective, they must have the number of responses necessary to establish trends, and they must cover a cross section of the interests being represented by the plan. To help achieve these objectives, support of the survey has been made a participation requirement. Each planning partner will be asked to disseminate word about the survey via whatever means available to them to get surveys completed within their jurisdiction. This will be a web-deployed survey that will use a web link that can easily be posted on a website or sent in an e-mail.
- ✓ **Plan must be adopted by each jurisdiction.** Adoption by the local governing bodies demonstrates the commitment of Cook County and each participating jurisdiction to fulfill the mitigation goals and objectives outlined in the plan. In order for the multi-jurisdictional plan to be approved, each jurisdiction included in the plan must have its governing body adopt the plan subsequent to approval pending adoption (APA) by FEMA.

One of the benefits of multi-jurisdictional planning is the ability to pool resources (meaning more than monetary resources). Resources such as staff time, meeting locations, media resources, technical expertise will all need to be utilized to generate a successful plan. In addition, these resources can be pooled such that decisions can be made by a peer group applying to the whole and thus reducing the individual level of effort of each planning partner. This will be accomplished by the formation of a Steering Committee made up of planning partners and other "stakeholders" within the planning area. The size and makeup of this Steering Committee will be determined by the planning partnership. This Steering Committee will assume the decision-making responsibilities on behalf of the entire partnership, which will streamline the planning process by reducing the number of meetings to be attended by each planning partner. The assembled Steering Committee for this effort will meet on an as-needed basis as determined by the planning team, and will provide guidance and decision making during all phases of the plan's development.

With the above participation requirements in mind, each partner will be asked to aid this process by being prepared to develop its section of the plan. To be an eligible planning partner in this effort, each planning partner will be asked to provide the following:

- A. Present a "letter of intent to participate" or "resolution to participate" to the planning team (see exhibit A).
- B. Designate a lead point of contact (POC) and an alternate lead POC for this effort. This designee will be listed as the hazard mitigation point of contact for your jurisdiction in the plan.
- C. Approve the Steering Committee.

- D. If requested, provide support in the form of mailing list, possible meeting space, and public information materials (such as newsletters, newspapers, or direct-mailed brochures) required to implement the public involvement strategy developed by the Steering Committee.
- E. Participate in the process. There will be many opportunities as this plan evolves to participate. Opportunities such as attending:
  - a. Steering Committee meetings
  - b. Public meetings or open houses
  - c. Workshops/ planning partner specific training sessions
  - d. Public review and comment periods prior to adoption

At each and every one of these opportunities, attendance will be recorded and the attendance records will be used to document participation for each planning partner. At a minimum, each partner must represent its jurisdiction in at least one of the eight scheduled public meetings; however, each planning partner should attempt to attend all possible meetings and events.

- F. There will be one **mandatory** workshop that all planning partners will be required to attend. This workshop will cover the proper completion of the jurisdictional annex template which is the basis for each partner's jurisdictional chapter in the plan. Failure to have a representative at this workshop will disqualify the planning partner from participation in this effort. The schedule for this workshop will be such that all committed planning partners should be able to attend.
- G. After participation in the mandatory template workshop, each partner will be required to complete their template and provide it to the planning team in the timeframe established by the Steering Committee. Technical assistance in the completion of these templates will be available from the planning team. Failure to complete your template in the required time frame *may* lead to disqualification from the partnership.
- H. Each partner will be asked to perform a "consistency review" of all technical studies, plans, and ordinances specific to hazards to determine the existence of any inconsistencies with documents reviewed in the preparation of the County (parent) Plan. For example, if your community has a floodplain management plan that makes recommendations that are not consistent with any of the County's basin plans, the plan will need to be reviewed for probable incorporation into the plan for your area.

- I. Each partner will be asked to review the Risk Assessment and identify hazards and vulnerabilities specific to its jurisdiction. Contract resources will provide the jurisdiction-specific mapping and technical consultation to aid in this task, but the determination of risk and vulnerability will be up to each partner.
- J. Each partner will be asked to review and determine if the mitigation recommendations chosen in the parent plan will meet the needs of its jurisdiction. Projects within each jurisdiction consistent with the parent plan recommendations will need to be identified and prioritized, and reviewed to determine their benefits versus the costs involved.
- K. Each partner will be required to create its own action plan that identifies each project and indicates who will oversee each task. The action plan should also explain how the project will be financed and when it is estimated to occur.
- L. Each partner will be required to formally adopt the plan.

Templates and instructions to aid in the compilation of this information will be provided to all committed planning partners. Each partner will be asked to complete their templates in a timely manner and according to the timeline specified by the Steering Committee.

**\*\* Note\*\*:** Once this plan is completed, and FEMA approval has been determined for each partner, maintaining that eligibility will be dependent upon each partner implementing the plan implementation-maintenance protocol identified in the plan.

## Exhibit B - Planning Team Contact information

Name	Representing	Address	Phone	E-mail
Dana Curtiss	Cook County DHSEM	69 W. Washington St., Suite 2600, Chicago, IL 60602	312-603-8191	<a href="mailto:dana.curtiss@cookcountyil.gov">dana.curtiss@cookcountyil.gov</a>
Gene Ryan	Cook County DHSEM	69 W. Washington St. Suite 2600, Chicago, IL 60602	312-603-8547	<a href="mailto:gene.ryan@cookcountyil.gov">gene.ryan@cookcountyil.gov</a>
Susie Park	Cook County DHSEM	69 W. Washington St. Suite 2600, Chicago, IL 60602	312-603-8177	<a href="mailto:susie.park@cookcountyil.gov">susie.park@cookcountyil.gov</a>
Rob Flaner	Tetra Tech, Inc	90 S. Blackwood Ave, Eagle ID 83616	208-939-4391	<a href="mailto:Rob.flaner@tetratech.com">Rob.flaner@tetratech.com</a>
Cindy Rolli	Tetra Tech, Inc	1 S. Wacker Drive, 37 <sup>th</sup> Floor, Chicago, IL 60657	312-201-7759	<a href="mailto:Cindy.rolli@tetratech.com">Cindy.rolli@tetratech.com</a>
Carol Baumann	Tetra Tech, Inc	1020 SW Taylor St., Suite 530, Portland, OR 97205	503-223-5388	<a href="mailto:Carol.baumann@tetratech.com">Carol.baumann@tetratech.com</a>





# Cook County Multi-Jurisdictional All Hazard Mitigation Plan

## Information Bulletin #1

### ***What is a Hazard Mitigation Plan?***

A hazard mitigation plan (HMP) is “the representation of the jurisdiction’s commitment to reduce risks from natural hazards, serving as a guide for decision makers as they commit resources to reducing the effects of natural hazards.” (44 CFR 201.6) HMPs establish and maintain eligibility for grant funds. The planning process is as important as the plan itself because it creates a framework for governments to reduce the negative impacts from future disasters on lives, property, and the economy. Hazard mitigation planning can significantly reduce the physical, financial, and emotional losses caused by disasters.

Disaster Mitigation Act of 2000 is federal legislation that establishes a pre-disaster hazard mitigation program and new requirements for the national post-disaster Hazard Mitigation Grant Program (HMGP). It encourages and rewards state and local pre-disaster planning and promotes sustainability. Completion of an HMP will result in more effective risk reduction projects and in a faster and more efficient allocation of funding.

### ***What are the benefits of participating in the Multi-Jurisdictional All Hazard Mitigation Plan?***

There are numerous benefits to local jurisdictions of participating in the multi-jurisdictional HMP including:

- ◆ The multi-jurisdictional planning effort identifies and creates partnerships that enhance grant funding opportunities.
- ◆ Multi-jurisdictional plans enable comprehensive approaches to mitigation of hazards that affect several jurisdictions in a specific geographic area.
- ◆ It enables partners within the planning area to pool resources and reduce their level of effort while avoiding duplication of effort.
- ◆ Furthermore, FEMA prefers multi-jurisdictional planning efforts.

### ***What is required in an All Hazard Mitigation Plan?***

FEMA regulations require that the public must be engaged in all phases of the plan’s development. The HMP should review and incorporate existing plans and programs that can support or enhance hazard mitigation. The plan must assess the risk to natural hazards that may impact the planning area and identify and prioritize mitigation actions that can be taken. The HMP must also include a strategy for maintaining the plan, which must be updated every 5 years.

Cook County, Department of Homeland Security and Emergency Management (DHSEM), has contracted with Tetra Tech to facilitate the planning process and draft the Cook County Multi-Jurisdictional All Hazards Mitigation Plan. Tetra Tech will follow a seven phase planning process:

- ◆ Organize resources
- ◆ Conduct risk assessment
- ◆ Develop public involvement strategy
- ◆ Set goals, objectives and actions
- ◆ Implement plan maintenance strategy
- ◆ Write the plan
- ◆ Facilitate plan review/adoption

This process is modeled after FEMA’s Community Rating System’s planning process. The final HMP will consist of two volumes: one covering the whole planning area and the other with jurisdictional-specific annexes that address the specific mitigation actions of each jurisdiction. Tetra Tech has developed templates to assist in the drafting of a multi-jurisdictional HMP. The Cook County Multi-Jurisdictional Hazards Mitigation Plan must be completed by June 30, 2014.

The information herein further describes efforts and roles of your organization in ensuring the project’s success.



## What is the schedule?

Task Name	2013						2014					
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun
<b>Step 1: Steering Committee Support</b>	←————→											
<b>Step 2: Public and Stakeholder Outreach</b>	←————→											
Public Questionnaire/Survey			←————→									
Public Outreach Meetings							←————→					
<b>Step 3: THIRA and HMP Risk Assessment</b>	←————→											
Data Collection	←————→											
Deliver Risk Assessment Report						◆						
<b>Step 4: Develop Mitigation Strategy and Plan Maintenance</b>	←————→											
SWOO		←————→										
Jurisdictional Annex Workshops					←————→							
BCA Training							←————→					
<b>Step 5: Develop Draft Plan</b>	←————→											
Deliver Draft Plan to Steering Committee								◆				
<b>Step 6: Develop Final Plan</b>	←————→											
Final Draft Submission to IEMA/FEMA									◆			
Plan Adoption										←————→		

## What is required of each planning partner?

- ◆ Sign a Letter of Intent to participate and identify a point of contact and identify an alternate point of contact
- ◆ Support the Steering Committee
- ◆ Provide information/data (and/or access to information) requested
- ◆ Attend and actively participate in meetings/workshops to which you are invited
- ◆ Rank the potential risks
- ◆ Perform a capability assessment
- ◆ Complete the Jurisdictional Annex template
- ◆ Identify and prioritize jurisdiction-specific actions
- ◆ Adopt the Plan
- ◆ The anticipated level of effort for planning partners (not on the Steering Committee) is between 24-48 hours, depending upon the jurisdiction's size.

### For more information about this process and the plan, please contact:

- ◆ Rob Flaner, Tetra Tech HMP Lead, (208) 939-4391 or [rob.flaner@tetrattech.com](mailto:rob.flaner@tetrattech.com)
- ◆ Cindy Rolli, Tetra Tech Planner, (312) 201-7759 or [cindy.rolli@tetrattech.com](mailto:cindy.rolli@tetrattech.com)
- ◆ Dana Curtiss, Cook County DHSEM, (312) 603-8191 or [dana.curtiss@cookcountyil.gov](mailto:dana.curtiss@cookcountyil.gov)
- ◆ Susie Park, Cook County DHSEM, (312) 603-8177 or [Susie.park@cookcountyil.gov](mailto:Susie.park@cookcountyil.gov)
- ◆ Gene Ryan, Cook County DHSEM, (312) 603-8547 or [gene.ryan@cookcountyil.gov](mailto:gene.ryan@cookcountyil.gov)