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JURISDICTION

**KERN MULTI-JURISDICTION HAZARD MITIGATION PLAN
 PLAN UPDATE PROCESS WORKSHEET**

Please use the worksheet to indicate which of the **Jurisdiction's** staff members are expected to work on what activities. If you expect that all staff members will work on all activities, you can leave the worksheet blank.

Using the last Plan update process as a guide, along with increased planning time to meet public outreach requirements, it is estimated that update activities encompass 26 hours of time. The projected activities are described below.

IMPORTANT! The 26 hours are spent over the course of the work schedule. The activities should begin sometime in 2024, after the RFP process is completed to procure a consultant. These are the exact same activities the participating jurisdictions completed during the last update process, and consultants and facilitators will be assisting the **Jurisdiction** through the process every step of the way.

ACTIVITY DESCRIPTION (THESE ACTIVITIES OCCUR OVER THE COURSE OF THE WORK SCHEDULE)	TIME ESTIMATE (HOURS)	STAFF MEMBER		
		1	2*	3*
* = IF APPLICABLE				
1. Attend Plan Update Kickoff Meeting <ul style="list-style-type: none"> Receive info on planning regs, participation reqs, and project scope and schedule Begin to develop public outreach strategy 	4			
<ul style="list-style-type: none"> Up to 3-hour meeting Up to 1-hour roundtrip travel time 				
2. As needed, meet with your jurisdiction staff	2			
3. Review various sections of current Plan:				
A. Hazard Identification <ul style="list-style-type: none"> Any new hazard events (e.g., fire, flood, earthquake) since the last update? Has your jurisdiction developed any new hazard plans (e.g., flood hazard plans, climate action plans)? 	1.5			
B. Vulnerability Assessment <ul style="list-style-type: none"> Any new information on past disaster losses? Any potential for future disaster losses? 	1.5			
C. Jurisdiction Capabilities <ul style="list-style-type: none"> Any changes in hazard significance and vulnerability to them? 	1.5			
4. Midterm meeting				
<ul style="list-style-type: none"> Review updated risk assessment data Update as necessary Plan goals, objectives, and strategies Update or identify and prioritize mitigation proposals to implement the strategies 	5			
<ul style="list-style-type: none"> Up to 4-hour meeting Up to 1-hour roundtrip travel time 				
5. Continue reviewing other sections of current Plan:				
D. Continue the process begun at the midterm meeting to review your jurisdiction's mitigation action plan and mitigation proposal descriptions <ul style="list-style-type: none"> Any updates to existing projects? Any new projects? 	1.5			

«Jurisdiction»

Kern Multi-Jurisdiction Hazard Mitigation Plan
 Update Process Worksheet
 July 2023
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ACTIVITY DESCRIPTION (THESE ACTIVITIES OCCUR OVER THE COURSE OF THE WORK SCHEDULE)	TIME ESTIMATE (HOURS)	STAFF MEMBER		
		1	2*	3*
		* = IF APPLICABLE		
5. Continue reviewing other sections of current Plan (Continued):				
E. Plan implementation and maintenance <ul style="list-style-type: none"> If applicable, how was the Plan implemented? Was the plan incorporated into any existing planning mechanisms? Any public involvement to report? 	1			
6. Help advertise and coordinate public workshop in region where your jurisdiction is located <ul style="list-style-type: none"> Valley, Mountain, or Desert Identify potential invitees Distribute meeting information as appropriate Post meeting information on jurisdiction website 	3			
7. If able, attend Plan update public workshop in region where your jurisdiction is located <ul style="list-style-type: none"> Valley, Mountain, or Desert Introduce the updated Plan to the public, ask for feedback, answer questions 	2 <ul style="list-style-type: none"> Up to 1-hour meeting Up to 1-hour roundtrip travel time 			
8. Review and comment on updated Plan	2			
9. When Updated Plan receives conditional approval from FEMA (may take 6 to 12 months), readopt the Plan <ul style="list-style-type: none"> Prepare adoption resolution and cover letter if necessary (detailed templates provided) 	1			
Totals	26			

	STAFF INFORMATION		
	1	2*	3*
	* = IF APPLICABLE		
1. POSITION TITLE (NOT EMPLOYEE NAME)			
2. SALARY PER HOUR			
3. BENEFIT RATE (NOTE WHETHER % OR \$)			