

Introduced by _____

First Reading _____ Second Reading _____

Ordinance No. _____ Council Bill No. _____ B 17-26

AN ORDINANCE

amending Chapter 7 of the City Code as it relates to emergency management organization; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. Chapter 7 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 7-16. Established; duties and responsibilities.

(a) In accordance with chapter 44, RSMo and pursuant to the authority of section 22 of the Charter, there is hereby created an administrative division of the city to be known as the office of emergency management. This office shall be responsible for the city's emergency management operations.

(b) The city's office of emergency management shall perform emergency management functions in cooperation with Boone County and the State of Missouri in accordance with the provisions of chapter 44 RSMo and a cooperative agreement with Boone County.

(c) The city shall participate in regional plans, mutual aid, joint training and exercises, and emergency operations center led by Boone County Office of Emergency Management as warranted by the circumstances of the nature of the emergency.

(d) Nothing contained herein shall affect Boone County Office of Emergency Management's county-wide role in emergency management nor the city's authority to manage internal operations, continuity, and incident response within the city.

Sec. 7-17. Office and headquarters.

~~The city manager shall designate space for emergency operations in any building owned or leased by the city.~~

(a) The fire department is designated as the office of emergency management for the city.

(b) The physical location for the city office of emergency management, including records, plans and administrative support, shall be located within the fire department.

(c) The city emergency operations manager may establish alternate or mobile headquarters and virtual coordination environments to ensure continuity of operations.

Sec. 7-18. City emergency operations manager Administrator; designation and duties.

The office of emergency management shall be headed by the emergency operations manager ~~communications and management administrator~~.

- (1) The fire chief is hereby designated as the city emergency operations manager ~~administrator shall be appointed and subject to removal by the city manager. For day to day continuity of operations, the fire chief shall designate a chief officer on duty who shall act in the place and stead of the fire chief as the city emergency operations manager until such time as the fire chief resumes duties. In the absence or incapacity of the fire chief, the city manager, or designee, shall designate in writing an individual to act as an acting emergency operations manager.~~
- (2) The emergency operations manager shall report to the city manager on all matters pertaining to emergency management and shall have the authority to develop, maintain, implement and administer an all-hazards emergency operations plan ("EOP") for the city's emergency management program in coordination with the Boone County Emergency Management Plan.
- (3-2) The emergency operations manager ~~administrator~~ shall have direct responsibility for the organization, administration and operations of local emergency operations planning subject to the direction and control of the city manager. Such planning may include, but is not limited to, the establishment of business continuity plans ("BCP"), continuity of government plans ("COG"), and hazard mitigation actions aligned with the regional hazard mitigation plan.
- (4-3) The emergency operations manager ~~administrator~~ shall be responsible for maintaining records on use and disposal of all items of equipment placed under the jurisdiction of the office of emergency management.
- (5) The emergency operations manager may, with approval as required by city policy, apply for and administer grants, coordinate disaster cost-tracking, and pursue reimbursement and hazard-mitigation funding consistent with federal and state requirements.

- (6-4) The emergency operations manager administrator is authorized to submit all materials and sign all documents requested by the state emergency management agency, to qualify the city for participation in federal contributions, subject to the city's purchasing policies.
- (7-5) The emergency operations manager administrator shall be responsible for all training required by chapter 44 RSMo.

Sec. 7-19. Powers of city manager and emergency operations manager-administrator.

The city manager and the emergency operations manager-administrator, in accordance with chapter 44, RSMo and applicable city ordinances, may:

- (1) Expend funds; make contracts; obtain and distribute equipment, materials and supplies for civil defense purposes; provide for the health and safety of persons, including emergency assistance to victims of an enemy attack; provide for the safety of property; and direct and coordinate the development of disaster plans and programs in accordance with the policies and plans of the federal and state disaster and emergency planning.
- (2) Appoint and remove rescue teams and other emergency operations teams, units or personnel.
- (3) Assign emergency missions to nongovernmental groups such as physicians and news media as necessary to develop a capability to augment government disaster response.
- (4) In the event of declared national or local emergency waive the provisions of law requiring advertisements for bids for the performance of public works or entering into contracts.
- (5) With the approval of the city council and consistent with the Missouri Emergency Operations Plan, enter into mutual-aid agreements with other public and private agencies within and without the state for reciprocal emergency aid.
- (6) Accept services, materials, equipment, supplies or funds granted or loaned by the federal government for disaster planning and operations purposes.

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Sec. 7-21. Emergency operations plan.

- (a) The city adopts the National Incident Management System and Incident Command System as its standard for incident management training and response. The emergency operations manager-administrator shall prepare and maintain a comprehensive all-hazards emergency operations plan consisting of a basic plan, annex A covering

direction and control of the emergency operations center and administrative annexes that implement the basic plan.

(b) The city council shall adopt the basic plan and annex A and any amendments to these documents.

(c) The city manager shall adopt administrative annexes to the plan that the manager considers necessary or desirable to implement the basic plan. The city manager shall adopt any amendments to these annexes that the manager considers necessary or desirable.

(d) The emergency operations manager—administrator shall review the emergency operations plan annually. If the emergency operations manager—administrator believes any changes to the plan are necessary or desirable, the emergency operations manager—administrator shall recommend such changes to the city manager for appropriate action.

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Sec. 7-23. Emergency Operations Center; activation.

(a) The emergency operations manager shall maintain procedures for Emergency Operations Center (“EOC”) readiness and activation levels.

(b) The city manager or emergency operations manager may activate the EOC, in whole or in part, to coordinate incidents, planned events, or emergencies affecting the city.

(c) During EOC activation, city departments shall assign representatives with decision-making authority commensurate with the incident.

Sec. 7-24. Department responsibilities; continuity of government and succession; citywide participation.

(a) Each department of the city shall support the emergency management program and assign one or more individuals to serve as liaisons to coordinate participation in the EOP, BCP and COG plans for the department.

(b) Each department is responsible for carrying out its roles identified in the EOP and annexes.

(c) Each department shall maintain BCP and COG procedures and lines of succession.

(d) The emergency operations manager shall coordinate cross-department continuity planning to preserve essential functions, records, and authorities.

Sec. 7-25. Emergency powers; consistency with law.

(a) Nothing in this article grants independent emergency powers beyond those authorized by the city charter, city ordinances, or chapter 44, RSMo.

(b) Any declaration of emergency and any orders or regulations issued by the city shall be consistent with state law and coordinated, as applicable, with Boone County Office of Emergency Management and the Missouri State Emergency Management Agency.

(c) The emergency operations manager may promulgate administrative procedures and guidance to implement this article consistent with local, state and federal law.

Secs. 7-2623—7-34. Reserved.

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2026.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor