



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 5, 2026		Subject: Resolution No. 3237 Repealing resolution 2341 and the current basic emergency operating plan, January 2012 and replacing with this new resolution and emergency operations plan, basic plan, December 2025 Staff Member: Delora Kerber, Public Works Director Department: Public Works	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommend Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to adopt the Consent Agenda.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Repealing Resolution 2341 and current Basic Emergency Operations Plan, January 2012 and replacing with new Resolution and City of Wilsonville Emergency Operations Plan, Basic Plan, December 2025 update.

EXECUTIVE SUMMARY:

The City of Wilsonville Emergency Operations Plan, December 2025 Update (EOP) is a complete revamp of the City's previous EOP which was published in 2012 and had some minor revisions since adoption. The updated EOP will serve as the official framework for how the City and its partners will prepare for, respond to, and recover from emergencies and disasters. This plan replaces all previous versions.

The EOP is an all-hazards plan that outlines how the City, in coordination with its community of partners, will organize and operate during incidents. It defines how City departments, regional agencies, and community organizations will align efforts and coordinate resources with federal, state, tribal, and non-governmental partners.

While the City plays a central role in emergency management, preparedness is a shared responsibility. Residents, businesses, and visitors are encouraged to take proactive steps to ensure personal, household, and organizational readiness before, during, and after an emergency.

The EOP is consistent with applicable laws and regulations, including the National Incident Management System (NIMS), the Incident Command System (ICS), and guidance from the State of Oregon, Clackamas County, and Washington County.

EXPECTED RESULTS:

Having an updated Emergency Operations Plan will clarify internal and external roles and responsibilities in the event of a regional emergency affecting the Wilsonville community.

TIMELINE:

Emergency Operations Plan should be reviewed every five years. Once approved, this 2025 EOP update will be effective through December 2030.

CURRENT YEAR BUDGET IMPACTS:

N/A

COMMUNITY INVOLVEMENT PROCESS:

The City's Emergency Operations Plan update incorporated input from City Staff as well as regional partners involved in emergencies. These partners include Clackamas County Disaster Management, Washington County Emergency Management, Tualatin Valley Fire & Rescue Emergency Management Division, Wilsonville Police Department and the Charbonneau Emergency Management Coordinator. The partners provided insight into the plan through various workshops and peer review sessions. This EOP update culminated in a tabletop exercise in October 2025 to test the plan and its structure.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Having an updated Emergency Operations Plan will clarify internal and external roles and responsibilities in the event of a regional emergency affecting the Wilsonville community.

ALTERNATIVES:

The council could chose not to approve the Emergency Operations Plan, December 2025 update and continue to use the 2012 version as the City's Emergency Operations Plan.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3237
 - A. City of Wilsonville Emergency Operations Plan, Basic Plan, December 2025