



# Colchester Fire & EMS

52 Old Hartford Road Colchester, CT 06415

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April 8, 2024

**TO:** Bernie Dennler, First Selectman

**FROM:** Steve Hoffmann, Fire Chief

**CC:** Sean Shoemaker, Emergency Management Director

**RE:** Emergency Management Consolidation under Colchester Fire & EMS

The following is a memo to provide documentation concerning the request to consolidate the Emergency Management Department under Colchester Fire & EMS. Emergency Management is currently headed by Sean Shoemaker, who is the Emergency Management Director (EMD) as well as an Assistant Chief/Fire Marshal with Colchester Fire & EMS. Through discussion with the current EMD as well as yourself, it was determined that there would be added benefits to consolidating the Emergency Management Department to include budgetary as well as organizational enhancements. Some of those enhancements and budgetary benefits include:

- Utilization of the already established infrastructure at Colchester Fire & EMS Headquarters decreasing the budgetary support needed for phones, internet (fiber), informational technology, etc.
- The EOC would be moved to the 2<sup>nd</sup> floor of Colchester Fire & EMS Headquarters in the Conference Room, where the EMD already has an office in his capacity as the Assistant Chief/Fire Marshal.
- The current EOC is obsolete with out of date technology, which could be better utilized and suited for Colchester Fire & EMS Headquarters with the upgraded infrastructure from recent IT upgrades. There is also potential for limited grant funding to support additional needs in the agreed upon location.
- The current EOC has encountered sewage problems that occur from time to time which has potential to negatively impact the space should an incident occur.

Additionally, Colchester Fire & EMS personnel have been utilized to assist with points of distribution (POD) such as during COVID, running the cooling/water fill stations when designated, working with the Senior Center for the updated At Risk population in Colchester to name a few. Also, the Colchester Fire & EMS Administrative Assistant assets with processing of invoices for Emergency Management and entering of the department's budget. The two



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departments are clearly intermingled and the consolidation under Colchester Fire & EMS would better align with how the departments currently operate. Emergency Management would become a division within Colchester Fire & EMS and Assistant Chief Sean Shoemaker would still remain the EMD overseeing the new division.

The EMD and I have already been in discussion and are in agreement with this process forward. We are requesting to bring this consolidation request to the Board of Selectman for further discussion and potential approval. We look forward to further consideration on this matter.