

**Memorandum of Understanding Between  
The Town of Colchester  
And  
Municipal Employees Union Local 506**

**THIS AGREEMENT**, dated the \_\_\_\_\_ by and between the Town of Colchester, a municipal corporation located within the County of New London in the State of Connecticut, hereinafter “Town”, and the Municipal Employees Union Local 506; hereinafter referred to as the “Union.”

**WHEREAS**, The Town is responsible for the protection of life and property from fire and for the enforcement of all laws, ordinances and regulations relating to fire protection and fire safety within the Town of Colchester; and

**WHEREAS**, Colchester Fire & EMS requires a level of executive level oversight for the effective and efficient operations day to day in fulfillment of the exceptions of services provided to the community; and

**WHERE AS** The Town, along with Colchester Fire & EMS, looks to enhance the executive level oversight of the Fire Department in an agreement with the Fire Marshal to take on additional foreground operations, to include an associated rank of Assistant Chief, and supervision responsibility of personnel, and

**WHEREAS**, The Town understands that this is an extension of responsibility and is in effect until such time that the Fire Chief deems the agreement no longer needed for the operations of the Fire Department or can no longer meet the requirements or obligations of the Assistant Chief position. At such time, the Fire Marshal will return to the original job description responsibilities with no loss of time in position.

**NOW THEREFORE**, in consideration of the promises contained herein, the parties agree as follows:

**I. AGREEMENT**

- a. The agreement provides for the extension of responsibility with relation to the Assistant Chief Job Description with Colchester Fire & EMS. The Assistant Chief Job Description shall be provided to the Fire Marshal and to the Union for documentation. This job description provides an overview of responsibilities and expectations, but does not remove the authority of the Fire Chief to provide additional responsibilities for the effective and efficient operations of the Fire Department.
- b. The Fire Marshal will have the rank of Assistant Chief with all associated authority and responsibility of the assigned position. The Fire Marshal shall conform to all policies and procedures of the Fire Department and ensure that said are also followed by personnel within the Fire Department.

- c. The Fire Marshal will be provided an annual stipend of \$5,200 for the execution of the additional responsibilities as an Assistant Fire Chief.
- d. The Fire Marshal will continue to report to the Fire Chief under the direction of the Fire Department through the chain of command established. The Fire Marshal will have supervisor authority over both career and volunteer personnel under this agreement.

Signed:

Municipal Employees Union Local 506:

\_\_\_\_\_  
Local Union Representative  
Municipal Employees Union Local 506

\_\_\_\_\_  
Date

Fire Marshal:

\_\_\_\_\_  
Sean Shoemaker, Fire Marshal  
Colchester Fire & EMS

\_\_\_\_\_  
Date

For the Town of Colchester:

\_\_\_\_\_  
Andreas Bisbikos, First Selectman  
Town of Colchester

\_\_\_\_\_  
Date

\_\_\_\_\_  
Steven Hoffmann, Fire Chief  
Colchester Fire & EMS

\_\_\_\_\_  
Date