

# Emergency Management/9-1-1 Services



**Craig Mansfield**  
Emergency Management Director

Emergency Management (EM) coordinates resources and agencies during large scale natural and man-made emergencies, manages the Emergency Operations Center (EOC), relocates disaster victims, manages the town's shelters, reviews and keeps on file specific high-hazard facility emergency plans, writes and submits emergency management grants, is responsible for the town's Emergency Operation Plan and training and exercising that plan. EM develops and maintains emergency operations plans. These plans enable the town to respond quickly and effectively to the actual incident through training drills, site visits, and exercises. EM is also responsible for coordinating resources and emergency operations between local, State, and Federal emergency management and homeland security agencies. The town's Emergency Management Director (EMD) is the point of contact between the town, the State Department of Emergency Management and Homeland Security (DEMHS), and the Federal Department of Homeland Security. Emergency Management is also responsible for the coordination and ongoing evaluation of the 911-dispatch service for the town. The current Primary Service Answering Point (PSAP) is Valley Shore Communications (VS) in Westbrook. Emergency Management is also serving as the coordinating agency for all radio equipment being issued as part of the town-wide radio project.

## Staffing

Position	Status	Budgeted Hours	Elected/Union/Non-Union
EMD	Annual Stipend	n/a	Non-Union
Assistant EMD	Annual Stipend	n/a	Non-Union

The department is also supported by a large number of volunteers who assist in times of need.

## Fiscal Year 2022-2023 Major Service Level Accomplishments

- Activated the EOC to support several large scale weather events that affect the town of East Haddam. Serve as the conduit and coordinating agency between all town departments and Eversource and the DEMHS.
- Served as the primary point of contact between the Town and the State for COVID-19
- Secured and distributed additional Personal Protective equipment for emergency responders related to COVID-19.
- Supported Chatham Health with public COVID-19 PPE distribution, testing and vaccination clinics
- CERT team activation to support storm response. Provided the CERT and Emergency Management volunteers training opportunities (virtual).
- Support the Board of Education with school safety/security plan updates. Attend security committee meetings.
- Worked with Valley Shore Communications to ensure continued service improvement for the town.
- Continue to support any community groups wishing to use Everbridge for notifications (i.e. food bank, schools).
- Continued education of OEM command staff through free FEMA/EMI opportunities.
- Served as the budgeting and coordinating department for all radio equipment issued as part of the town-wide radio project.

## Fiscal Year 2023-2024 Major Service Level Goals

- Support any large-scale events that affect the town of East Haddam.
- Continue to provide CERT and Emergency Management volunteers quarterly training opportunities.
- Support the Board of Education with school safety/security plan updates. Attend security committee meetings.
- Complete Bi-Annual update of EOP.
- Hold at least one initial CERT Training class.
- Continue to work with and evaluate Valley Shore Communications to ensure the best service for the town.
- Continue to support any community groups wishing to use Everbridge for notifications (i.e. food bank, schools).
- Ongoing training for OEM command staff through free FEMA/EMI opportunities.
- Continued support to the Town and BOE related to the Pandemic
- Radio system maintenance and support



## Additional Budget Information

**Increases in Budget:**

1. Valley Shore Board of Directors have notified towns of a 2.5% increase for 2023-24
2. The towns' radio system was fully commissioned and placed in service during the fiscal year 2022-23. Therefore, in 2023-24 we will owe a full year of coverage at \$50K

Detailed information by line item is attached.

## Expenditures by Expense Type

Name	Account ID	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY24 Requests as of 2-9-23b (General Fund)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) (\$ Change)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) (%) Change)
<b>Expense Objects</b>								
<b>Salaries &amp; Wages</b>								
OTHER WAGES (EMD AND DEPUTY EMD)	10542070- 51590	\$10,553	\$10,817	\$11,431	\$11,393	\$11,677	\$284	2.5%
<i>Emergency Management Director</i>	<i>10542070- 51590</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$8,694</i>	<i>\$8,910</i>	<i>\$216</i>	<i>2.5%</i>
<i>Deputy Emergency Management Director</i>	<i>10542070- 51590</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$2,699</i>	<i>\$2,767</i>	<i>\$67</i>	<i>2.5%</i>
<b>Total Salaries &amp; Wages:</b>		<b>\$10,553</b>	<b>\$10,817</b>	<b>\$11,431</b>	<b>\$11,393</b>	<b>\$11,677</b>	<b>\$284</b>	<b>2.5%</b>
<b>Purchased Professional Services</b>								
IN SERVICE (TRAINING)	10542070- 53220	\$427	\$323	\$40	\$500	\$500	\$0	0%
LOCAL EMERGENCY MANAGEMENT COMMITTEE	10542070- 53980	\$0	\$0	\$0	\$1	\$1	\$0	0%
<b>Total Purchased Professional Services:</b>		<b>\$427</b>	<b>\$323</b>	<b>\$40</b>	<b>\$501</b>	<b>\$501</b>	<b>\$0</b>	<b>0%</b>
<b>Purchased Property Services</b>								
REPAIRS AND MAINTENANCE	10542070- 54300	\$500	\$13,000	\$13,000	\$33,000	\$70,500	\$37,500	113.6%
<b>Total Purchased Property Services:</b>		<b>\$500</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$33,000</b>	<b>\$70,500</b>	<b>\$37,500</b>	<b>113.6%</b>
<b>Purchased Other Services</b>								
COMMUNICATIONS (9-1- 1 SERVICE)	10542070- 55300	\$95,025	\$105,340	\$108,014	\$112,200	\$114,958	\$2,758	2.5%
TELEPHONE/CELL PHONE	10542070- 55305	\$1,700	\$1,518	\$1,378	\$1,740	\$1,740	\$0	0%

Name	Account ID	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY24 Requests as of 2-9-23b (General Fund)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) (\$ Change)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) (% Change)
Total Purchased Other Services:		\$96,725	\$106,858	\$109,392	\$113,940	\$116,698	\$2,758	2.4%
Supplies								
SUPPLIES	10542070- 56010	\$2,188	\$2,249	\$2,534	\$2,250	\$2,250	\$0	0%
Total Supplies:		\$2,188	\$2,249	\$2,534	\$2,250	\$2,250	\$0	0%
Capital Assets								
EQUIPMENT	10542070- 57300	\$675	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0%
Total Capital Assets:		\$675	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0%
Miscellaneous								
WEATHER RELATED EMERGENCY EXPENSES	10542070- 58870		\$891	\$7,328	\$0	\$0	\$0	0%
Total Miscellaneous:			\$891	\$7,328	\$0	\$0	\$0	0%
Total Expense Objects:		\$111,068	\$137,139	\$146,725	\$164,084	\$204,626	\$40,542	24.7%



## Revenues by Source

### Intergovernmental:

**Emergency Management Grant:** The town receives a grant from the Department of Emergency Management and Homeland Security which helps defray some of our Emergency Management costs--it offsets approximately one-half of the Emergency Management Director's and Deputy Director's stipends.

Name	Account ID	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY24 Requests as of 2-9-23b (General Fund)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) (\$ Change)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) (% Change)
Revenue Source								
Intergovernmental Revenues								
EMERGENCY MANAGEMENT GRANT	10542-43000	\$4,100	\$5,000	\$40,642	\$5,000	\$5,000	\$0	0%
Total Intergovernmental Revenues:		\$4,100	\$5,000	\$40,642	\$5,000	\$5,000	\$0	0%
Total Revenue Source:		\$4,100	\$5,000	\$40,642	\$5,000	\$5,000	\$0	0%