

CAPITAL FIRE MUTUAL AID SYSTEM OPERATIONAL STANDARDS

F. STANDARD FOR OPERATION OF EMERGENCY SERVICE RADIOS

Revised: January 11, 2023

Adopted:

PART I. Radio Operating Procedures

PART II. Suggesting and Recommendations in the Use of Emergency Service Radios.

PART I

RADIO OPERATING PROCEDURES

1. GENERAL: This Standard Operating Procedure shall take effect [DATE] and shall remain in effect until amended or repealed in accordance with the By Laws of the Capital Fire Mutual Aid System. Notwithstanding any provision of the Standard Operating Procedure, the use of fire service radios shall, at all times, be governed by the regulations promulgated from time to time by the Federal Communications Commission.
2. SCOPE: The Standard Operating Procedure covers the use of emergency service radios by field units and stations for the Capital Fire Mutual Aid System, and, to the extent required, to carry this Standard Operating Procedure into effect, the Capital Fire Mutual Aid Communication Committee and associated dispatch centers. This covers all fire and EMS agencies being dispatched by the City of Montpelier Police Department (Capital), and Barre City Police Department.
 - a. FREQUENCIES: This Standard Operating Procedure covers all radio traffic using the following frequencies:

Frequency 1:	154.190 MHz	Dispatch
Frequency 2:	154.250 MHz	Dispatch
Frequency 3:	154.295 MHz	Tactical One
Frequency 4:		Tactical Two
Frequency 5:		Tactical Three

Frequency 6:	Tactical Four
Frequency 7:	Tactical Five
Frequency 8:	Tactical Six

Note: Capital and Barre City's primary dispatch frequency is 154.190, with its secondary (backup) to be 154.250. All members that are dispatched by Capital and Barre City will have the capability to be dispatched on 154.190 (primary) with 154.250 as a backup.

- a) CHANNEL DESIGNATION: All members are urged to purchase radios with the capacity to handle at least eight (8) frequencies or more. As the dispatch center grows and emergency service calls increase there will be a need to add more frequencies to be designated by the dispatch center as tactical channels. To *Avoid* confusion, the following frequencies will be assigned the following channel designation:

Channel 1	154.190 () 154.250 (East)	Primary Dispatch
Channel 2	154.295	Tactical One
Channel 3		Tactical Two
Channel 4	154.250 () 154.190 (East)	Secondary Dispatch
Channel 5	Local Medical Frequency	
Channel 6	Reserved for expansion	
Channel 7	Local Municipal Frequency	
Channel 8	Local Municipal Frequency	

- b) PRIVATE LINE (PL): Effective 0000 hrs. departments in the Capital Fire Mutual Aid System, including those agencies that receive dispatching from Capital and Barre City, must have encoding capabilities with regard to the following private line code: Decoding capabilities shall be at the option of the member departments. The PL code is 810.
- 3) DEFINITIONS: For the purposes of the Standard Operating Procedure, the following definition shall apply:
- a. INCIDENT COMMAND SYSTEM: The procedure for controlling personnel, facilities, equipment, and communications in an emergency situation. As outlined in NFPA 1561, and the National Fire Academy. Accepted as a standard of emergency scene management by the Capital Fire Mutual Aid System.

- b. INCIDENT COMMANDER: The person in charge of the emergency as defined in NFPA 1561. Departments should adopt the policy of Incident Commander and other ICS titles whenever possible.
- c. ICS TERMS: upon adoption of this standard the following definitions will be in effect:
 - (a) On the air common English definitions will be used: (East Montpelier, 6WI will be referred to East Montpelier Tanker I)
 - (b) All personnel using an emergency services radio will have a personal identifier as issued by the department consisting of a letter (K, P, R, etc.) and then a number.
 - i. “K” will be reserved for fire officers of departments whether they are using a mobile or portable radio. (KI should be reserved for the Fire Chief of the fire agency.
 - ii. “R” will be reserved will be reserved for the EMS officers of departments weather they are using a mobile or portable radio.
 - iii. “P” will be reserved will be reserved for the emergency responders that are not officers utilizing mobile or portable radio.
 - iv. “M” may be utilized to identify paramedics.
 - (c) AT AN EMERGENCY SCENE ICS TERMINOLOGY WILL TAKE PRECEDENCE.
 - (d) The following terms will be used identify apparatus:
 - AMBULANCE
 - BOAT
 - BRUSH
 - ENGINE
 - RESCUE
 - TANKER
 - TOWER/LADDER
 - UTILITY
 - (e) The term “FAST” can be used to identify and member of a Fast Squad, as many as needed.
- d. Response Terms: The term Non-Emergency Response shall mean that all apparatus and emergency responders shall respond to the incident with caution, no emergency lights and siren, with the flow of normal traffic. The term Emergency Response shall mean that all apparatus and firefighters shall respond with emergency lights and siren as needed, in compliance with VT State Statute Title 23, sub section 1015 and local individual department standards of operation, as an emergency does exist.

- e. Emergency Message: A term to be used only under critical circumstances. The purpose is to announce to all units and stations using the frequency, to clear the air and await a message of the highest priority. As an EMERGENCY MESSAGE will usually require some action by the Dispatch Center, before proceeding with EMERGENCY MESSAGE, the calling unit should wait for acknowledgement by the Dispatch Center. CALLING UNIT SHALL STATE "EMERGENCY MESSAGE, CLEAR THE AIR." DISPATCH WILL ACKNOWLEDGE WITH "EMERGENCY MESSAGE, CLEAR THE AIR, PROCEED WITH MESSAGE."

Example of EMERGENCY MESSAGE is as follows:

- (a) Firefighter down, injured, trapped.
 - (b) Responders need law enforcement emergently
- f. AIR PRIORITY Message: A message which is essential to identification, location, nature and control of an emergency situation. As an AIR PRIORITY MESSAGE will usually require some action by the Dispatch Center. Before proceeding with the AIR PRIORITY MESSAGE, the calling unit should wait for acknowledgement by the DISPATCH CENTER.

Examples of AIR PRIORITY MESSAGES are as follows:

- (a) Transmissions of Alarms
- (b) Broadcasts of Information to Responding Apparatus
- (c) Arrival, size-up and progress reports
- (d) Calls for Special Apparatus or Greater Alarm Level
- (e) Conditioning Status Reports
- (f) Stopping while Enroute to an Alarm
- (g) Breakdown or Accident while Responding to an Alarm
- (h) Transporting a patient to a hospital and/or arriving at the hospital

NOTE: Following established procedure with regard to the above will help eliminate the possibility of the message being lost in other radio traffic. Units in the field should receive confirmation that their message has been received properly. No assumptions should be made, as this will tend to compromise the safety of personnel on the scene and that of the public, whom we are trying to protect.

- g. Routine Message: A message which, while essential to the emergency activities of the licensee, does not require immediate action in order to control the emergency situation.

Examples of ROUTINE MESSAGES are as follows:

- (a) Call for Service or Utility Companies to scene.
- (b) Reports of in service, out of service, or returning to quarters.

- (c) Alarm maintenance
- (d) Permit issuance

For purposes of documenting their whereabouts, phone calls to the dispatch center for the below purposes:

- (a) On the air for driver training
- (b) On the air for department training
- (c) On the air for fueling purposes
- (d) On the air for service calls

Transmissions of this type will become a source of interference while attempts are being made by the dispatch center personnel to obtain information over both radios and telephones.

- h. In Service: The unit in question has enough of its equipment and supplies in the opinion of the officer in charge to be effective for use in an emergency and is available to be dispatched to an emergency.
- i. Out of Service: A unit can be designated as out of service for the following reasons, and more:
 - (a) Mechanical Failure
 - (b) Lack of Equipment Due to Activities at an Emergency
 - (c) Special Service i.e., Parade or Funeral Detail, etc.
 - (d) Notify dispatch by phone for non-emergency details

The unit, once placed out of service, will automatically be replaced on subsequent incident to which it is ordinarily be designated. (Refer to running cards)

- j. Under Control: All progress of the emergency has been stopped and extinguishment or incident management is within the capability of the present assignment. A rescue is under control when the last victim has been disentangled and removal is under way.
- k. Working Fire: The term Working Fire shall be a message of action, rather than of description. It will convey to the dispatch center that the Incident Commander is of the opinion that the fire will commit all companies and personnel of the initial dispatch. (This includes any automatic response.) It will also convey the message that the station(s) affected shall be covered by the next due companies in the response card. The term Working Fire shall not be used in reference to fires in motor vehicles, brush, trash, chimneys, etc., unless the above criteria are to be met. Provide dispatch with the acronym CAN ("Conditions" observed, "Action" being taken, "Needs" for additional assistance), or other such acronym which provides dispatch with similar information.

- 4) Fully Involved: A fire which is involving substantially all of the fuel available in the area in which the fire is burning. Should use more descriptive terms such as light, moderate, or heavy amount of fire showing.
 - 5) Running Card: Will provide the dispatcher with the necessary information to dispatch an emergency incident in an area through 3 alarms. The running card format is set forth on page and allows the Incident Commander to automatically call the dispatch center for up to 3 alarms and special call assignments. This also includes a running card to dispatch up to ten (10) ambulances.
4. Rules: The following rules apply to the use of all emergency service radios, including base stations, of the Capital Fire Mutual Aid System. It is recognized that these rules will not apply in all situations, and that the needs of each department may require slightly different procedures. Therefore, each department is encouraged to develop a supplemental procedure for the guidance of its members in the application of this Standard Operating Procedure.
- a. Use the telephone when possible.
 - b. Use designated tactical channels as prescribed by dispatch.
 - c. Repeat only messages that you want to be sure you understand correctly or messages that may assist other responding units.
 - d. Keep all radio transmissions short and to the point. Know what you are going to say before beginning the transmission and do not tie up the air unnecessarily.
 - e. Except as provided in SECTION 3 (e) and 5 of this Standard operating Procedure, use PLAIN ENGLISH while using the radio. All radio communications shall be businesslike, and the use of slang, personal pleasantries, first names, or nicknames shall be avoided. Indecent, obscene, unprofessional, or profane language is strictly forbidden.
 - f. The emergency service radios of the Capital Fire Mutual Aid System shall be used only for official business.
- NOTE: All department personnel should be advised that the Dispatch Center should not be requested (unless it is an emergency) to page individuals for non-department business or for personal reasons. Announcements to departments will be confined to official department business.
- g. In using the radio, all operators shall speak clearly, at a moderate speed, and in a moderate tone of voice.

- h. Routine messages shall be avoided while priority messages are being transmitted. Emergency responder make every effort to not transmit while incidents are being dispatched by the dispatch centers.
- i. Testing or "test tones" shall not be conducted while an emergency incident response is in progress.
- j. All field units, including base stations, mobile units, portable units shall identify the unit being called and then identify themselves, whenever calling the dispatch center or any other field unit. See 3 (b), i.e.: "Capital from Montpelier K1" / Berlin K1 from Berlin K2."

With the exception of reporting the response to an emergency incident, all responders should wait to be acknowledged before giving their message. When calling the dispatch center, which shall be referred to as "Capital" or "Barre City Dispatch" in all radio transmissions, if no answer is received after calling the dispatch center three (3) times, with a reasonable pause between calls, the unit shall give its message and then contact the Dispatch Center over another radio or by telephone as soon as possible.

- k. In general, messages may be repeated by the dispatch center, for the purpose of verifying the information given, particularly addresses and numbers. This procedure, on the part of the dispatch center, provides pertinent information to other units, stations, and chief officers who are on the air, confirms that what you said was what you meant to say, and that the message was received correctly.

EXAMPLES:

"Marshfield Engine I Returning to Quarters"

"Marshfield Engine I is Returning to Quarters, 1945 Hrs."

"Capital from Montpelier Engine I, Responding to River Street near Cumberland Farms for a Motor Vehicle Fire."

"Montpelier Engine 1 is Responding to River Street near Cumberland Farms for a Motor Vehicle Fire, 1540 Hrs."

- 5. USE OF CODES AND SIGNALS: Any use of codes and signals used prior to the adoption of this section, shall be discontinued, except as designated in this section. Certain situations, of a delicate nature, dictate the rare use of coded language.
- 6. Required Transmissions: The following is a summary of the transmissions ordinarily given during and after an emergency incident has been transmitted and until the activity in response to the incident has been completed. Not every incident

will require the giving of all listed transmissions and the need of individual departments may dictate different timing and content

- a. Dispatch Procedure: Upon receipt of an emergency incident or medical emergency dispatch personnel shall do the following:

- (a) Immediately tone and dispatch the incident using the format below, followed by the words "First Tone"

Example: "Capital / Barre City dispatch to [agency/agencies, respond to {address} in {town} for a {type of emergency} {Give any essential additional information} First Tone at ({time} Hours.

Wait three (3) to five (5) minutes

- (b) Tone second time, give message, followed by the words "Second Tone".

Wait five (5) minutes, if no acknowledgement

- (c) If after five (5) minutes, an alarm has not been acknowledged by an emergency responder, the Dispatch Center will again re-tone the department along with the next identified department as identified on the agency's run card.

Example: "Worcester and East Montpelier Fire Departments respond to 234 Creamery Street in Middlesex for a structure fire at the Wells Residence, 0033 Hours. Third Tone".

NOTE: The re-toning policy outlined in (b) and (c) will apply to both full-time departments and volunteer departments. This procedure will remain in effect for all departments unless other written procedures are established with the Communications Committee.

- b. Acknowledge of alarm: This can be done by acknowledgement by base station, apparatus that responds, or responder in route to a station.

- c. Response: This transmission indicates that the units assigned to an alarm are responding to it. Upon receipt of an alarm, when companies are responding, they should report over the radio the location to which they are responding. When more than one unit leaves the same station at the same time, one unit should be designated to sign on and give the response for all.

For fire service response, the first three officers and all apparatus are the only units which will be acknowledged (subject to individual department SOP) as responding to an incident. For EMS incident response, the first three ambulance personnel and any fast squad members will be acknowledged by the dispatch center as responding to an incident. An increase in the number of alarms and radio transmissions necessitates this. Department members with radios in their private cars, due to their growing numbers, tend to interfere with receipt and transmissions of important information

to officers and apparatus which are responding. If a department member, with a private radio in a private vehicle, is the first to arrive on the scene of an emergency, their arrival and a size-up report should be given to the Dispatch Center.

For incidents where multiple agencies are responding, such as a Working Fire or an Additional Alarm, the only personnel that should sign on responding are those of the primary response agency, such as the town's fire department where the incident is location. Mutual aid agency personnel should not sign on responding, with the only exception being a chief officer acknowledging the call. All responding officers and apparatus should limit their transmissions to allow for urgent communications from the scene.

If no officers' signs on, a regular firefighter may do so.

Radio transmissions indicating that the quarters of any member department are "on" or "off" the air shall not require a response from the Dispatch Center. They shall be interpreted to as messages to officers to inform them that they have personnel at their stations.

NOTE: For purposes of this section "officers" shall be define as any officer assigned by the agency chief, such as the Chief of Department, Assistant Chiefs, Deputy Chiefs, Battalion Chiefs, Captains, and Lieutenants.

Example of Responding to an Alarm:

"Capital from Berlin Engine 2, Responding to the Thompson Residence, on Cross Town Road, for a Chimney fire."

"Berlin Engine 2, Responding 19:20"

- d. Arrival: This transmission indicates that the units have located the scene of the emergency, have reached the scene, and what is observed from the cab of the first arriving unit. Units other than the first arriving unit, shall report their arrival only, unless the situation is so greatly different that when the first unit arrived, and an additional report is required. The arrival report shall also indicate the location at which the emergency is found if different from the location given by the dispatcher. This shall be done by responding apparatus, not individual members. Other than the first arriving apparatus, all other responding apparatus should report to Incident Command.

Example:

First Unit: "Woodbury Engine 3 is on scene, smoke showing for floor #1 of a two-story wood frame dwelling.

Example: (First Unit)

"Woodbury Engine 3 is on scene, smoke showing for floor #1 of a two-story wood frame dwelling."

"Woodbury Engine 3 is on scene, reporting smoke showing for floor #] of a two-story wood frame dwelling 1740."

Second unit: "Woodbury Tanker 1 is on scene"

Third Unit: "Woodbury Engine 2 is on scene, fire showing from the rear of the building"

Dispatch center: "Woodbury Engine 2 is on scene, reporting fire is showing from the rear of the building, 1743"

- e. Size-Up: This transmission, generally given by an officer who takes charge of an incident sets forth what is determined to be the problem, the nature of the situation in which it is to be found, what is being done about it, and whether the officer feels or will require additional assistance. The size up report should also include a description of the emergency scene, if an occupancy (height, width, length, stories, construction, etc.) motor vehicle accident (number of vehicles, injuries, severity of injuries, etc.) and other essential information for responders. A size up report should be given whenever the emergency will require more than a few minutes to control, by the initial assignment.

Example:

"Capital from Montpelier Ambulance 1, we have a three-car motor vehicle crash with five injuries, none serious, will hold."

"Montpelier Ambulance 1, you report a three-car motor vehicle crash with five injuries, none serious, will hold. 1921."

"Capital from Middlesex Kl, we have a fire involving I room on floor # 2 of a two-story dwelling."

"Middlesex Engine I, you report a fire involving I room on floor #2 of a two-story dwelling, you report doubtful will hold, 0330."

"Capital from Berlin Kl, we have a single-story mercantile building, approximately 40 by 200 ft, with fire showing from the front and rear, with no exposures. Requesting a second alarm."

- f. Status (Progress) Reports: A status report (also known as progress report) should be given by the Incident Commander at any incident, as soon as possible after assignments have been made and it is determined the effectiveness of the action being taken, usually within 20-minutes after the first on scene report has been given. The status report may be as detailed as the Incident Commander desires, or may consist of nothing more than the statement that the incident is under control. Dispatch should also check with "Command" at about the 20-minute mark for an updated status.

Examples:

"Capital from Montpelier K3."

"The fire in the second-floor partition is under control. We'll be standing by for approximately 15 minutes."

"Montpelier K3, you report that the fire in the second-floor partition is under control. All companies will be standing by for 15 minutes, 0725."

- g. Under Control Report: The Incident Commander of any emergency should notify the Dispatch Center as soon as the emergency has been brought under control.

Examples:

"Capital from East Montpelier K6."

"All patients at the motor vehicle crash on Towne Hill Rd have been transported to CVH and the incident is under control..."

"East Montpelier K6, you report that all the patients at the motor vehicle crash on Towne Hill Road have been transported to CVH and the incident is under control, 0921."

- h. Status of Apparatus: The status of each piece of apparatus shall be transmitted to the dispatch center as soon as possible after there has been a change in the status of the unit. Whenever an emergency incident is transmitted, each piece of apparatus which reports as responding to the incident is considered out of service until a different report is received. If apparatus will be at the scene of an incident, but will not be committed, it should be reported as "In service at the scene". This eliminates the problem of the dispatch center preparing to substitute apparatus in its place should another incident be received for which it would be assigned. Once a unit declares as "in service", that status need not be repeated when it is returning to quarters. When apparatus are headed back to their stations, they shall use the term "returning to quarters". When apparatus are back at their stations, they may notify dispatch by using the term "back in quarters". All apparatus do not need to notify dispatch they are back in quarters.
- i. EMS Incidents – Transporting: When ambulances are transporting their patient to the hospital or destination, they will notify their dispatch center by using the term "in route to {hospital}". Ambulances may also report a mileage for operational purposes.
- j. EMS Incidents – Arriving: When an ambulance are arriving at the hospital or destination, they will notify their dispatch center by using the term "arrival at {location}". Ambulances may also report a mileage for operational purposes.

7. E.M.S. Call Checking: In order to assure the safety of E.M.S. personnel, the Dispatch Center, upon request of the responding E.M.S. personal, will periodically make radio contact with units in the field. This is not standard practice and will only be done at the request of EMS personnel. If a request was made after ten (10) minutes from the time a unit signs on the scene of a medical incident, that unit has not called to give a status report, the Dispatch Center will call the unit, to verify no problem exists. Dispatch may use their best judgement and make sooner contact if they believe it is warranted. If, after three (3) attempts, (at one-minute intervals) the unit does not reply, the Dispatch Center will notify the appropriate law enforcement agency, and have a unit sent to investigate. The dispatch center may elect to also call the unit after 20 minutes of being on scene if no radio contact has been made since arriving on scene.
8. NOTE: It should be understood that the sole purpose of call checking is to ensure the safety of personnel. It is not intended to force an individual to declare an incident under control.
9. Fireground Tactical Frequencies: The Capital Fire Mutual Aid System is licensed to operate on seven frequencies. Whenever a department is toned, the Dispatch Center may switch the responding agency or agencies (154.190 or 154.250) to a secondary or tactical frequency. The dispatcher has the ability to recommend to the Incident Commander to move to a tactical frequency in order to ensure the primary frequency remains clear for priority messages and/or incident dispatching. The Incident Commander should take the initiative to ask the Dispatch Center to utilize alternative frequencies to 154.190 and 154.250 as incident frequencies at any given incident.

The Incident Commander should make all reports to the Dispatch Center. To eliminate confusion, all radio transmissions between the Incident and the Dispatch Center should only be made by the Incident Commander or by designated aide. One way of achieving this is to designate a department member to operate any vehicle with a department radio, while monitoring fireground or tactical operations with a portable radio. The Incident Commander may then communicate orders to this member via the portable, and in turn the orders will be communicated to the Dispatch Center by this member. Once in operation, the vehicle used will be designated as the Command Post. In the event of simultaneous incidents, Incident Commanders will be identified by their agency and/or incident location (example: Berlin command, River Street Command, etc.)

PART II

SUGGESTIONS AND RECOMMENDATIONS IN USE OF EMERGENCY SERVICE RADIOS

- I. Two-way radios are of such a design that communications can only be carried on in one direction at a time. This means that when a unit is transmitting a message cannot be received. The reason is, that when a unit is transmitting, its receiver is muted. Therefore, before communicating with any two-way radio, you should be sure that the unit you are trying to call has completed any message it was giving and that the operator has released the microphone button.
2. When using the transmitter, the operator should push the microphone button and hold it depressed for a full second BEFORE talking. Otherwise, part of your message may not be transmitted. When you have completed your message, be sure to release the button.
3. Radio communications should be carried on in a normal tone and the operator should speak directly into the microphone at a moderate rate of speed. It is necessary to speak distinctly in order to be understood. Shouting, talking fast, and failing to enunciate clearly will probably result in the necessity for repetition of messages, causing delay.
4. When calling the Dispatch Center or another unit, and receiving no reply, after trying again in about 15-30 seconds and still receiving no reply, do not assume that the unit you are calling is not receiving you. You should check your radio to see that it is turned on, the volume is not turned up enough, so you can hear the message, that you are on the proper frequency, that your inside or outside speaker is turned on, and that the squelch control is not turned up so high that messages cannot come through.
5. Using plain English in radio transmissions consists only of saying what you mean in a business-like manner. Knowledge of technical terms used in the emergency services is not necessary to get the job done. While every member of the emergency services should make it their business to learn the technical terms associated with their involvement with the emergency services, until they are learned, everyday business-like English is perfectly acceptable and will accomplish the desired result.
6. The use of personal pleasantries, slang and first names should be avoided while operating emergency service radios. Departments will not ask the initial department, if they would like them to respond, they will be requested through the Dispatch Center. Until called upon uninvolved departments should keep the air clear for emergency transmissions. The use of the radio to transmit messages that can be transmitted over a telephone is further discouraged, as this will interfere with more important emergency transmissions.
7. The giving of reports outlined in Part I is designed to provide information to the Dispatch Center and to other units operating at the emergency scene so that proper action can be taken. Status reports in particular give the Dispatch Center a clear picture of what is going on, so that personnel can make plans in the event of subsequent alarms in jurisdictions already affected by the initial incident.

8. All personnel should be aware of possible feedback problems while operating emergency service radios. Feedback can occur when either two transceivers are operated in close proximity, or when a transceiver is operated near a receiver. The two most common problems are as follows.
 - a. Operating a mobile unit while wearing a belt pager, and/or while a portable radio is turned on. Particular caution should be exercised to be sure pagers are either turned off or set in the alert position. Furthermore, that any portable radios are turned off.
 - b. The use of outside radio speakers while apparatus is at the scene of emergency should be kept to a minimum. While circumstances may necessitate the use of outside speakers, it should be noted that serious communications problems could result, especially as the number of apparatuses at the scene increases. The Incident Commander could find that critical orders are misunderstood or garbled, due to feedback problems.

This COMMUNICATION STANDARD OPERATING PROCEDURE has been accepted by the Board of Directors of the Capital Fire Mutual Aid System on and is referred to the Delegates for action to become part of the Operational Standards of the By Laws of the Capital Fire Mutual Aid System. Upon acceptance as an Operational Standard of the CFMAS, all member departments and Dispatch Centers will have six (6) months to implement these Communication Operating Standards and the use of these standards will be enforced.

This operational guideline shall be reviewed and modified as needed annually. The effective date shall indicate the date that it is adopted.

Draft #4

Insert Run Card Here

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