

Capital Fire Mutual Aid System By Laws

Articles of Association

Article I

The name of this organization shall be Capital Fire Mutual Aid System.

Article II

The purpose of this system shall be to provide better fire protection and prevention in the area served by the member fire departments through (a) more efficient and better cooperation among the member departments in the protection of life and property as provided in Title 20 Vermont Statutes Annotated, Chapters 171 and 175: (b) improved systematic alarm, dispatch and related fire departments: (c) improved response time to emergencies, more adequately manned apparatus, preplanning for fire control, cooperative training programs and facilities: (d) such other cooperative operations and facilities and facilities as are appropriate to and consistent with the general purposes of the system.

Article III

The principal place of business of the system shall be in the town of Berlin in the County of Washington and the State of Vermont.

Article IV

This system shall be a public municipal corporation, as provided by Public Acts of 1967, 20 VSA 2981-2992, and is not organized for profit.

Capital Fire Mutual Aid System By Laws

Article V

The membership of this system shall consist of Vermont municipalities and private organizations signatory to these articles as represented by their respective fire departments, namely,

<i>Barre City</i>	<i>Groton</i>	<i>Plainfield</i>	<i>Washington</i>
<i>Barre Town</i>	<i>Marshfield</i>	<i>Roxbury</i>	<i>Walden</i>
<i>Berlin</i>	<i>Middlesex</i>	<i>Ryegate</i>	<i>Waterbury</i>
<i>Bolton</i>	<i>Montpelier</i>	<i>Stowe</i>	<i>Williamstown</i>
<i>Cabot</i>	<i>Moretown</i>	<i>Topsham</i>	<i>Woodbury</i>
<i>Chelsea</i>	<i>Northfield</i>	<i>Waitsfield</i>	<i>Worcester</i>
<i>East Montpelier</i>	<i>Peacham</i>	<i>Warren</i>	

and such other municipalities and private fire departments as may be admitted to membership as provided in the by-laws.

By Laws of

Capital Fire Mutual Aid System By Laws

Capital Fire Mutual Aid System

Article I, Meetings

The annual meeting of the member delegates **shall be held in the month of May** at a time and place to be chosen by the President or Clerk. At such meeting the Delegates shall elect from their number the officers of the System and the chairpersons of the standing committees for the ensuing year and shall transact such other business as may come before the meeting.

Regular Meetings of the Delegates shall be **held bi-monthly** on the odd numbered months or as near **bi-monthly** as is reasonable, at a time and place to be chosen by the President or Clerk. Such regular meetings shall transact such business as may come before the meeting. Regular meeting of the Delegates for District meetings should be held bi-monthly on the even numbered months.

Special Meetings of the Delegates shall be called by the President at any time for any purpose upon the written request of one-fourth of the delegates, or upon resolution of the Board of Directors, which request shall state the purpose of such meeting. Upon the filing of such request, or upon the adoption of such resolution, written notice setting forth the time and place of such special meeting and the general nature of the business to be considered there at, shall be given by the President or Clerk to each Delegate at least five days before the meeting. No business other than that stated in the notice thereof shall be considered at any special meeting.

Each member department may be represented by one delegate which shall be the chief or alternate as he/she may designate. Each member department shall have one vote.

Attendance at, and participation in, meetings of the System by individuals or persons interested in the "purposes" of the System is encouraged.

Article II, Board of Directors

The affairs of the System shall be managed by a board of directors which shall consist of the officers of the System and the chairperson of the standing committees.

The members of the Board of Directors shall hold office for the term of one year and until their successors are elected and qualified.

Article III, Officers

Capital Fire Mutual Aid System By Laws

The officers of this System shall consist of a President, 1st and 2nd Vice President, Clerk and Treasurer. All officers shall be elected at the annual meeting of the Delegates and shall hold office until the next annual meeting and until their respective successors are elected and qualified.

Article IV, Duties of Officers

The President shall preside at all meetings of the Delegates and of the Board of Directors, and shall have general care and charge of the business and affairs of the System, as may be authorized by the Delegates.

In the absence or inability to act of the President, the 1st or 2nd Vice President shall be vested with all the powers of the President and perform such additional duties as shall be ordered by the Delegates. The Vice Presidents shall, at the request of the President, assist the President in the discharge of his/her duties and responsibilities.

The Clerk shall attend all meetings of the Delegates and of the Board of Directors and shall keep full, true and accurate records in the record books of the System of all the business transacted at such meetings and shall discharge all other duties properly pertaining to his office. He/She shall have custody of the record books of the System. In the absence or inability to act of the Clerk, a temporary clerk shall be chosen to act in his/her place.

The Treasurer, subject to the supervision of the Boards of Directors shall have charge of the financial affairs of the System and its monies. He/She shall keep or cause to be kept accounts of the System in suitable books. He/She shall disburse money only on the approval of the Delegates or vote of the Board of Directors. All disbursements shall be by check and signed by the Treasurer and the President or 1st or 2nd Vice President. The offices of Clerk and Treasurer may be held by the same person.

Article V, Committee and Their Duties

Standing or special committees shall be formed or created by vote of the Delegates, and committee members be elected by them to investigate matters and discharge the actions, activities and responsibilities of the System for which they are charged and report thereon to the Delegates or the Board of Directors as the case may be. Standing committees shall consist of the chairperson and three other members, who need not be delegates. There shall be standing committees for the development of emergency operating procedures, for training activities, for administrative affairs and for services to member departments.

The President shall annually appoint an auditing committee of two to audit books of the Treasurer just prior to the annual meeting and report their findings at the annual meeting of the Delegates.

Capital Fire Mutual Aid System By Laws

Article VI, Dues and Assessments

The dues and assessments to be charged against member departments for the ensuing year shall be set annually by the Delegates. Pursuant to this requirement the Board of Directors shall fix a budget for the System and shall communicate to each member department, in writing, the amount of its dues and assessments for the ensuing year prior to the time when the warnings for annual town meetings are customarily prepared, so that the request for the necessary appropriations may be included therein. Non-payment of dues and assessments within six months of billing shall constitute a violation of these By-Laws.

Article VII, Membership

The membership of this System shall consist of Vermont municipalities and private organization signatory to the articles of association as represented by their respective fire departments, and such other municipalities and private organizations as represented by their respective fire departments as may be admitted by the majority vote of the Delegates at any regular, annual or special meeting and subject to such arrangements as shall be mutually agreed upon between the Delegates and the admitted department. A member department may withdraw as provided by Public Acts of 1967, 20 VSA 2989.

Article VIII, Duties of Members

It shall be the duty of the members, acting through their respective fire departments, when called by a member department of this system to render the aid requested by the requesting department to the town or area which has requested such aid and to conform in all other respects to the plans or plan for coordinating the services of all fire departments belonging to the System as established from time to time by the Delegates. It is understood that the authority vested in the chief of the department requesting the assistance shall prevail and that all assisting departments shall be under his jurisdiction or that of his senior officers present at the emergency. It is also understood that these obligations may be waived when local equipment is already engaged within the locality and cannot be spared at the time of the request. It is also understood that these obligations shall not alter any previous commitments made by members to other towns, cities or districts in regard to financial reimbursement for fire protection. If and when a dispatch center is established, the members agree to keep the dispatch center constantly advised of the kinds, and number of equipment available; and of changes in equipment.

Article IX, Vacancies in Office

If, by reason of death, resignation, disqualification, or other cause, any elective office shall become vacant, the Delegates shall elect a successor who shall hold office for the unexpired term.

Capital Fire Mutual Aid System By Laws

Article X, Coordination

The Capital Fire Mutual Aid System shall cooperate with any state agency and with neighboring fire mutual aid systems. It shall be the duty of the Board of Directors of this System to coordinate these efforts

Article XI, Restitution

Any member may, if it so desires, request of a member it is dispatched to assist, restitution of, or replacement of, foam, wet-water, dry chemicals, CO₂, compressed air for breathing apparatus, and other expended materials. It shall be the duty of the member department to recompense the assisting member for such expended materials if requested to do so.

Article XII, Violation of By Laws

Any member department may be removed from membership of the System for violation of the By Laws. A member violating these By Laws shall be removed only after a hearing before the Board of Directors and by vote of the Delegates.

Article XIII, Amendments

These By Laws may be amended, altered or repealed by a majority vote at any annual meeting of the Delegates or at any special meeting of the Delegates called for that purpose. However, the changes shall be reviewed by the Delegates at least fourteen days previous to such special or annual meeting, and that notice of such special meeting shall contain a statement of the proposed amendment or action to be taken.

Article XIV, Definitions

- "Shall" is intended to indicate requirements.
- "Should" is intended to indicate recommendations or that which is advised but not required.
- "Approved" means acceptable to the authority having jurisdiction. In determining the acceptability of procedures, equipment or materials, the authority having jurisdiction may base acceptance on compliance with National Fire Protection Association or other appropriate standards. The authority having jurisdiction may also refer to the listings or labeling practices of nationally recognized testing laboratories, i.e., laboratories qualified and equipped to conduct the necessary tests, in a position to determine compliance with appropriate standards for the current production of listed items, and the satisfactory performance of such equipment or materials in actual usage.

Capital Fire Mutual Aid System By Laws

- "Authority having jurisdiction": The organization, office or individual responsible for "approving" equipment, or a procedure.

Article XV, Operational Standards

These Operational Standards are established to forward the purposes of this System as set forth in Article II of the Articles of Association, Capital Fire Mutual Aid System. The Standards relate to matters of departmental organization, department apparatus and equipment, department reports, and inspections and enforcement of Standards. The general intent is to encourage advancement and capability beyond the minimums herein established; and for this reason, these Standards are not essentially restrictive or punitive.

A. Standard of Organization

- Each fire department shall be organized and manned commensurate with the fire protection need of the community it is designed to serve. While no minimum number of firefighters is specified, it shall be the responsibility of each department to maintain a trained firefighting force at all times sufficient to sustain an adequate fire ground response and to meet mutual aid requests.
- Each fire department shall establish and maintain a program for the continued training of firefighters and officers. It shall hold regular organized drills not less than once monthly. The System accepts the Vermont State Fire Academy for the primary training of firefighters but this shall not be in lieu of the local training effort requirement. Each department shall keep records of all meetings and training sessions.
- CFMAS will provide personnel to assist or advise with the organization of a department as well as instructors to assist in the training of firefighters.
- Each fire department shall provide Workmen's Compensation Insurance coverage for all personnel and liability insurance on all motorized apparatus.
- Each fire department shall maintain a system which assures public access to fire alarm service twenty-four hours a day. (Notification by public to department of emergency.)
- Mutual aid assistance is intended to supplement rather than replace local effort. In the event that a department officer, or state or local police officer, or other person, requests knowingly, or unknowingly, mutual aid assistance prior to calling out the home fire department (i.e. the fire department of jurisdiction); it is mandatory that the home department be called. It is expected that the home department will provide manpower and equipment with due and reasonable speed.
- All members will adhere to and record incidents with NFIRS.

Capital Fire Mutual Aid System By Laws

Standard of Organization (continued)

- Each fire department shall maintain all mutual aid apparatus and equipment operational and ready for immediate response. In the event that apparatus or equipment will be out of service, the Chief shall notify by telephone or radio the immediate neighboring departments to that effect. Upon return to service, those departments shall be advised of the changes of status.
- Each fire department will be assigned a color for coding purposes. All equipment, hose couplings, appliances and firefighting accessories shall be color-coded. The frames, masks and tanks of protective breathing apparatus shall be color coded and shall bear the department name.

B. Standards for Apparatus

- All apparatus in the possession of member departments at the time of adoption of these Standards are exempt from this Standard.
- In general, the edition of NFPA No.1910, or current NFPA standard, in force at the time of acquisition of a piece of apparatus by a member department shall establish the minimum standard of performance and design. However, this statement shall not be construed in such a way as to prevent innovation and improvement on existing designs and standards for the purpose of advancing fire-ground capability.

C. Standard for Hose and Appliances

- Couplings
 - 2.5 inch fittings shall be treaded Standard Fire Hose Coupling Screw Thread (2.5-7.5 NH). See NFPA No. 194.
 - 1.5 inch fittings shall be threaded Iron Pipe Thread, Straight (SIPT).
 - Departments having hose fittings other than conforming 2.5 inch and 1.5 inch shall have at least two sets of adapters to permit connections to 2.5 inch NH and 1.5 inch SIPT as required.
- Hose
 - Large diameter hose shall be equipped with quarter-turn sexless couplings.
 - Hose shall be pressure tested annually, per NFPA No. 198, Section 82. Hose not meeting the appropriate test shall be removed from service. Records shall be maintained of all hose and testing.

Capital Fire Mutual Aid System By Laws

Standard for Hose and Appliances (continued)

- This Standard shall not be construed as preventing a member department from taking advantage of technological advances in hose and coupling design for which the department may seek a variance from this Standard.

D. Minimum Recommendations for Equipment

- Member departments shall carry the following equipment:
 - 1 roof ladder at least 14 foot
 - 1 extension ladder at least 35 foot
 - 30 feet smooth-bore suction hose with a metal strainer
 - 1 pike pole or plaster hook
 - 2 axes (1 pick head and/or flat head)
 - 1 claw tool
 - 2 electric hand lights (6 volt minimum)
 - 1 crow bar
 - 2 approved portable fire extinguishers (Class ABC or Class BC)
 - 2 2.5 inch NH double female, and 2 2.5 inch NH double male connections
 - 1 play-pipe, threads 2.5 inch NH at hose end and 1.5 inch SIPT for nozzle tips, with shut-off nozzle and 3 smooth bore tips (tips to be 1", 1 1/8", 1 1/4").
 - 1 2.5 inch shut-off nozzle capable of discharging at least 250 GPM in either spray or straight stream.
 - 2 1.5 inch shut-off nozzles capable of discharging either spray or straight stream.
 - 1 pair bolt cutters
 - 6 2.5 inch universal spanner wrenches
 - 1 hose clamp
 - 1 2.5 inch single gate valve (hydrant gate)
 - 1 wye reducer (2.5 inch female, two 1.5 inch gated males)

Capital Fire Mutual Aid System By Laws

Minimum Recommendations for Equipment (continued)

- 2 hydrant wrenches (at least one adjustable)
- 2 1/2 inch hose rope straps
- 1 first aid kit (24 unit fire department assortment)
- 1 smoke ejector
- 1 swivel connection with pump suction thread on one end and 2.5 inch NH hose thread on other end; or equivalent.

- Member departments should carry the following equipment:

- 1 defibrillator
 - 2 salvage covers at least 12 feet x 18 feet
 - 2 brooms
 - 2 mops
 - 2 squeegees
 - 2 1/2 quart buckets
 - 2 scoop shovels
 - 1 electric generator of at least 3000 watt capacity
 - 3 portable flood lights, 300 watt minimum.
 - 3 100 foot lengths electric cable.
- Nozzles shall comply with NFPA No. 194-1974, Chapter 7, Section 3, as changed to reflect CFMAS Standard for 1 1/2 inch hose thread. See CFMAS Appendix A, attached.
 - Within three years of the date of adoption of this Standard, or admission to CFMAS, whichever is later, each firefighter shall be equipped with NFPA approved PPE turn out coat, pants, helmet, boots, gloves and hood. At least two approved self-contained protective breathing apparatus, each with spare air tank, shall be provided for each first line pumper, tanker and ladder truck.
 - Electrical equipment shall comply with the NFPA 70 Electrical Equipment Standard
 - All mobile apparatus and chief officers should be radio equipped and be capable of operating on the public safety frequency as required by VCOM.

Appendix A - Operational Standards

Capital Fire Mutual Aid System By Laws

Play-pipes for connecting shutoff nozzles to 2.5 inch fire hose shall have the 2.5 inch NH (2.5-9 NH) standard thread at the base or inlet and the 1.5 inch SIPT standard thread at the discharge end.

Nozzle shutoff valves for either 2.5 inch nozzles or 1.5 inch nozzles shall have the 1.5 inch SIPT standard thread for both the inlet and discharge sides of the valve, except that where the valve is an integral non-detachable part a 2.5 inch play-pipe the 1.5 inch SIPT standard thread shall be provided only on the discharge side of the valve. See Figures 1 and 2.

All nozzle tips for use on 2.5 inch and 1.5 inch hose nozzles, except for large stream nozzles, shall have 1.5 inch SIPT standard thread.

All spray nozzles for use on 2.5 inch and 1.5 inch hose where flows at rated pressures do not exceed 350 GPM US shall have 1.5 inch SIPT standard thread at the integral connection. Note: This makes it possible to attach these nozzles to any standard 2.5 inch or 1.5 inch play-pipe or shutoff nozzle valve and also to advance the nozzle by connecting 1.5 inch