

Capital Fire Mutual Aid System

(CFMAS)

Barre City, Alumni Hall, 2nd floor

July 16, 2025

Meeting Minutes

COMMUNICATION COMMITTEE MEETING –

Members' present

J. Aldsworth, J. Staab, R. Conniff, W. Knott, D. Knott, J. Campbell, S. Dillon, P. Cerutti, W. Schwarz

Guests

K. Cubbon (CVRCP)

1. Meeting was called to order – 18:01
2. The motion was made to go into executive session for contract discussions and invite K. Cubbon from CVRCP by J Campbell and seconded by p. Cerutti. Motion passed; committee entered executive session at 18:02
3. Communication came out of executive session at 18:36
4. Motion was made by S. Dillon that the Towns entering the capital replacement fund would start paying the year they join CFMA, Seconded by P. Cerutti. Motion passed with the majority of the body.
5. Motion was made to exit the Communication committee meeting by S. Dillon and seconded by J. Campbell. Motion passed with the majority of the body.

REGULAR MEETING-

CFMAS members present

J. Aldsworth, K Cushman, J. Staab, R. Conniff, W. Knott, D. Knott, H. Knott, E. Metivier, J. Koonz, J. Quinn, D. Randell, T. Oullette
J. Larrabee, J. Campbell, G. Dillon, S. Dillon, P. Cerutti, W. Bothfeld, S. Pratt, W. Schwarz

CFMAS members On-line

Guests

Treasurer, S. Bagg (Capital Dispatch, On-line)

District 1 Berlin, Middlesex, Montpelier, Northfield, Roxbury

District 2 Bolton, Moretown, Stowe, Waitsfield, Warren, Waterbury

District 3 Cabot, East Montpelier, Marshfield, Plainfield, Walden, Woodbury, Worcester

District 5 Groton, Peacham, Ryegate, Topsham

District 6 Barre City, Barre Town, Brookfield, Chelsea

- I. Meeting to order at 19:00

II. Roll Call by Town (P=Present, Blank=Not Present,)

Barre City	P	E. Montpelier	P	Peacham		Warren	P
Barre Town		Groton	P	Plainfield		Washington	
Berlin	P	Marshfield	P	Roxbury	P	Walden	
Bolton		Middlesex	P	Ryegate		Waterbury	P
Brookfield	P	Montpelier	P	Stowe		Williamstown	
Cabot	P	Moretown	P	Topsham	P	Woodbury	P
Chelsea		Northfield		Waitsfield		Worcester	

III. Addition or deletions to the agenda

- a. Addition, R.I.T

IV. Good to the Order – J. Aldsworth, Happy Birthday to W. Bothfeld

V. Public comments – No public comments

VI. Introduction of Guest speaker – No guest speaker

VII. Approval of Meeting Minutes for 05/21/2025 –

- a. Motion was made by E. Metivier to approve July 21, 2025, minutes, seconded by J. Campbell. With no discussion, July 21, 2025, minutes were approved by a majority of the body.

VIII. Approval of Treasurer report –

- a. S. Bagg presented the treasurer's Report. S. Bagg reported that CFMA ended the fiscal year in the black due to a decrease in operational expenses. The Capital Replacement underperformed due to not having Chelsea onboard, which we were planning on. The CDs interest came in twice the amount that was anticipated. S. Bagg apologized for getting dispatching invoices out late. J. Aldsworth asked for an update on the financial review. It was mentioned that CFMA was changing to a different accountant and that the review is still in progress. Motion was made by J. Campbell to approve the Treasurer's Report, seconded by E. Metivier. With no discussion, July 2025, treasurer's report was approved by the majority of the body.

IX. Old Business

- a. Update / discussion - Communication Project I've been meeting with Keith and we're ready to get a draft together which we will present to the communications committee for funds. A copy of a map with 17 site system simulcasted that is P25 capable, but it will remain in basic mode until we're ready to pull that trigger. Basically, the time frame is, we will submit our application at the end of next week. Then they will review it, they'll open it for discussion and then they will make their final selection of where it goes forward and then the third week in August. We can do a special meeting of capital fire so that everybody can hear exactly what the engineers have come up with. My

recommendation is we have a special meeting, and you hear exactly what the projections are going to be. P. Cerutti made the motion for a special meeting, seconded by Roxbury. Any discussion? Motion passed. 90% of their system should be microwave. They are shooting for 100% but there are a couple holes. They're just not going to be able to get to 1 of the sites that is probably Norwich University. But they haven't counted that out yet. The state is becoming inactive partner in this. They're reluctantly coming forward. We have a presentation coming to the task force of the update on our project. They're pretty interested in hearing about where we're at. There has been no movement on the Municipal grant to both cities, Mad River and Barretown to figure out how to move forward with the dispatching services they are working to get that. Part of the grant request is going to be incorporating the CAD system. We have heard back from Motorola, and they do have a project product that can merge with Valcour to do exactly what we need to do. They're still working on the funding and that's why I thank you guys for getting back to me. Motorola extended potential savings for two budget cycles for portables, mobiles and pagers of a 40% discount. That means in your budget you should start thinking about replacing your portables and radios. This is for Motorola products.

- b. Accountability Tag Update – G. Dillon - Looking for clarification or consideration for conversation about the colors of the tags. The difference from what we put forth in the policy, versus what NFPA recommends is different. Discussion was had. Motion to change the colors to follow NFPA standards. The motion was made by W. Schwarz, second J. Quinn. Motion passed by the majority of the body. The ordering of extra or replacement tags will be on the individual departments.

X. New Business

- a. Mayday SOP – J. Aldworth asked if the working group would take on a CFMA Mayday SOP. There was discussion about how that may come about. The written policy/SOP and then training.
- b. R.I.T. – H. Knott shared, Chief Todd Smith, Rochester, NY, has a proposal here for two-day program, approximately \$95 a student, 20 students in the class, at approximately \$1,900. That is referring to NFPA 1407. We also have another resource, Chief Mike Gallis, his cost is coming in at \$1,300 broken down for two instructors and \$100 course fee and that's with the two instructors you're looking at a course for 25. Both the Mayday and R.I.T. working groups will work together.

XI. Committee Reports - None

XII. Good of the Order

- a. Berlin is hosting an Incident Safety Officer. Check the Fire Academy website.
- b. Discussion on training in the area and departments hosting courses.
- c. J. Aldsworth asked about getting the training committee active.
 - i. Training committee members are as follows, T. Oullette, H. Knott, S. Pratt, and W. Swharz
- d. G. Dillon asked if there was a way to send pictures to dispatch in regarding unique situations/Hazmat calls. CFMA will be will look into a possible Gmail account. More to come.

e. Standardize tanker fills. Discussion

f. J. Aldsworth needs total runs for the last calendar year. (2024 fire calls)

XIII. Executive session – *Not needed*

XIV. Adjournment – The motion was made to adjourn by W. Schwarz and seconded by P. Cerutti. The motion passed by the majority of the body at 19:58.

Training in the Area

- VT Fire Academy upcoming Courses, <https://firesafety.vermont.gov/calendar>