Capital Fire Mutual Aid System

(CFMAS)

Waterbury Fire Department

43 S. Main Street, Waterbury, VT 05676

November 18, 2026, 19:00

Regular Meeting Agenda

Holiday Dinner – 18:00 *CFMAS Regular Meeting to follow (est. start time 19:00)*

CFMAS Regular meeting – *in-person & virtual (MS Teams)*

I. Meeting to order
II. Roll Call by Town
III. Addition or deletions to the agenda
IV. Public comments
V. Guest Speaker – Keith Cubbon (cubbon@cvregion.com) Communication project update/presentation
VI. Approval of Meeting Mintes for 5/16/2026 – emailed 9/22/26 & 11/16/26 *Action required*
VII. Approval of Treasurer report – *Action required*
VIII. Old Business
    a. CFMA Communication Policy review/comments – G. Dillon
IX. New Business
    a. Reimbursement of services/Hazmat calls – Groton
        i. https://www.fema.gov/assistance/public/tools-resources/schedule-equipment-rates
X. Committee Reports
XI. Good of the Order
    a. New equipment, out-of-service equipment, special department news
XII. Executive session – *If needed*
XIII. Adjournment

Training in the Area

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

Notes

- Information on Accountability Tags, contact Jeff jcampbell@warrenvt.org
- Firefighter Cancer information - https://firesafety.vermont.gov/ff_cancer
- New England Association of Fire Chiefs - https://www.newenglandfirechiefs.org
- Homeland Security grants - https://hsu.vermont.gov/homeland-security-unit

Capital Fire Mutual Aid System

(CFMAS)

E. Montpelier Fire Department

54 Village Acres, East Montpelier, VT 05651

September 16, 2026, 19:00

Regular Meeting Minutes

CFMAS members present
K. Cushman, B. Morse, J. Staab, W. Bothfeld, K. Giroux, W. Knott, D. Knott, W. Schwarz, D. Libby, J. Aldworth, T. Ouellette, J. Campbell, G. Dillon, S. Dillon, P. Cerutti

CFMAS members On-line
M. Romei, K. Wheatly, S. Pratt, G. Murray, Peacham, L. Stamatelos, E. Webster, R. Bresette

Guests
K. Cubbon (on-line), C. McCool (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 - J. Aldsworth called the meeting to order at 19:00

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

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

III. Addition or deletions to the agenda –

a. Add - special meeting minutes of June 29, 2026

b. Move – Kieth Cubbon, communications project update after public comment

IV. Public comments – No public comments

V. Old Business

a. Update / discussion - Communication Project – J. Aldsworth / K. Cubbon

Major Topic –

- State is shifting to a **full statewide radio network buildout**, with CFMA serving as the **pilot**.
- Significant **cost savings** because the state is bulk-purchasing equipment for ~49 towers and using **Velco towers and microwave system**.
- Some proprietary towers still need engineering and funding through our **USDA** grant; high-level engineering and tower loading work will require an RFP.
- Additional towers may be delayed due to **248A permitting**, potentially 8–12 months.
- System will be **two-channel**, improved coverage, with receive-only sites planned for dead spots.
- State may also cover dispatch center connections; purchasing radios/pagers will follow **state bid pricing**.

VI. Approval of Regular Meeting Mintes for 3/18/2026 & Special Meeting Minute for 6/29/2026

a. There was a **motion by G. Dillon** to accept the 5/20/2026 meeting minutes, **seconded by J. Campbell**. With no further discussion the motion passed.

b. There was a **motion by W. Schwarz** to accept the 6/29/2026 special meeting minutes, **seconded by G. Dillon**. With no further discussion the motion passed.

VII. Approval of Treasurer report

a. Treasurer's report was emailed just before the meeting. A **motion by W. Schwarz** to table the Treasurer's report until the next meeting giving the body time to review.

VIII. New Business – No new business

IX. Committee Reports

a. Communication Working Group - Updated run-card procedure sent back to working group; aims to clarify first/second alarm processes. Procedure is expected to be sent out to departments before the November meeting.

X. Good of the Order

New equipment, out-of-service equipment, special department news

a. Multiple departments reported equipment issues, new apparatus, building additions, trucks in/out of service, as well as training announced:
Below are some of those details

1. Groton – will be replacing their R1, it is a 2023, 5500 (bought in 2017) will be for sale.
2. Cabot - Discussion on the State mandating Fire Chiefs take on Fire Warden duties.

a. Towns/departments are adapting to new statewide procedures; many using online forms with onsite follow-ups from wardens.
b. Chief Dillon is working on pay for his wardens.
c. Ongoing concerns about last-minute policy changes from state agencies.

3. Montpelier - Have some trucks in & out of service.
4. Barre City – Engine out of service.
5. Warren – Ladder tuck out of service.
6. Barre Town – New rescue truck coming.
7. Tri-Village – We have tanker in for service.
8. Marshfield – Working on an addition to the station.
9. E. Montpelier – Rescue still out of service, should have it back in December.
10. Waterbury – Hosting the 2-day Fire Investigation course in January. Sign Up!!
11. Woodbury – New 3000-gallon tanker in service. They have 1800-gallon, 2005, for sale asking $70k. Work has started on the new addition to the station.
12. Berlin – Had a training with CVMC on responding to calls within their MRI unit.
13. Plainfield – Malti-agency Hazmat training October 3rd at the Plainfield rec-field.
    a. There is a free one-hour Stop the Bleed course that can be held for department staff. Contact J. Aldsworth for details.
14. Waterbury - Just had a landing zone course.
15. Moretown –
    a. Waitsfield will be hosting a two-day SCBA course for the 1st & 2nd Wednesday in January.
    b. Moretown and Waitsfield will also be hosting a two-day forceable entry course for the 1st & 2nd Wednesday in February.
16. Carrie/Dispatch –
    a. There have been a lot of blank transmissions; she will reach out to those departments.
    b. Please wait for dispatch to acknowledge before continuing with your message. Dispatch may be busy and not ready to receive.
    c. G. Dillon sent out updated communication policy.
17. Montpelier & Barre City – Sent staff to VTFA for a training utilizing the academy's burn building.
    a. Two dispatchers (Carrie & Danny) spent the day down there dispatching for the two departments and were able to get a better understanding of terminology and fireground operations.
    b. Will follow up with a tabletop.

b. Facility Discussion:
    i. Conversation about the underused burn building at VTC; potential interest in better utilization or lease adjustments.
c. Financial Topic Raised:
    i. Question about how reappraisal-driven changes in town grand lists will affect dispatch cost-sharing; topic deferred to the **November 18** meeting for formal discussion.
d. Next CFMA Meeting:
    i. Waterbury will host the holiday meal at the November meeting. There was **a motion from P. Cerutti** to donate $250 to Waterbury Fire to go towards the cost of the meal, **seconded by J. Campbell**. With little conversation the motion passed.

e. J. Aldworth – Mentioned that Waterbury offered to host a firefighter I/II for next year and that all departments should be collecting applications to be sent in with the request.

XI. Executive session – *Not needed*

XII. Adjournment

Motion was made by **P. Cerutti** to adjourn, second by **J. Campbell.** With no discussion the motion passed by a vote of the body present to adjourn at 20:47

Action Items:

- Coordinate all communications project questions through K. Cubbon and J. Aldworth.
- CVRPC to issue RFP for tower engineering and loading analysis for USDA compliance.
- Departments to reinforce radio discipline and avoid blank transmissions.
- Communication working group to deliver final revised procedure before next meeting.
- S. Bagg to prepare information on dispatch cost-sharing impacts from town reappraisals for November 18 meeting.
- Waterbury to host the holiday meal; CFMA to provide $250 donation.

Training in the Area

Check links below for applications and remember the deadline to submit your applications vary.

- VT Fire Academy upcoming Courses, https://firesafety.vermont.gov/calendar
- Waitsfield will be hosting PPE / SCBA, January 6th & 13th, https://firesafety.vermont.gov/event/personal-protective-equipment-and-self-contained-breathing-apparatus-firefighter-i-chapter-6
- Moretown will be hosting Forcible Entry, February 3rd & 10th, https://firesafety.vermont.gov/event/forcible-entry-moretown-fire-dept
- Stop-the-Bleed trainings available, email J. Aldsworth (aldsy@hotmail.com) for contact information
- Waterbury will be hosting the 2-day Fire Investigation course on January 23rd & 24th https://apps.usfa.fema.gov/nfacourses/catalog/details/10753
- Stowe will be hosting Hazardous Materials Awareness/Operations, November 30th through January 20th https://firesafety.vermont.gov/event/stowe-ffi-fy27-hazardous-materials-awarenessoperations

Notes

- Information on Accountability Tags, contact Jeff jcampbell@warrenvt.org

Capital Fire Mutual Aid

Pilot project presentation

Where we started

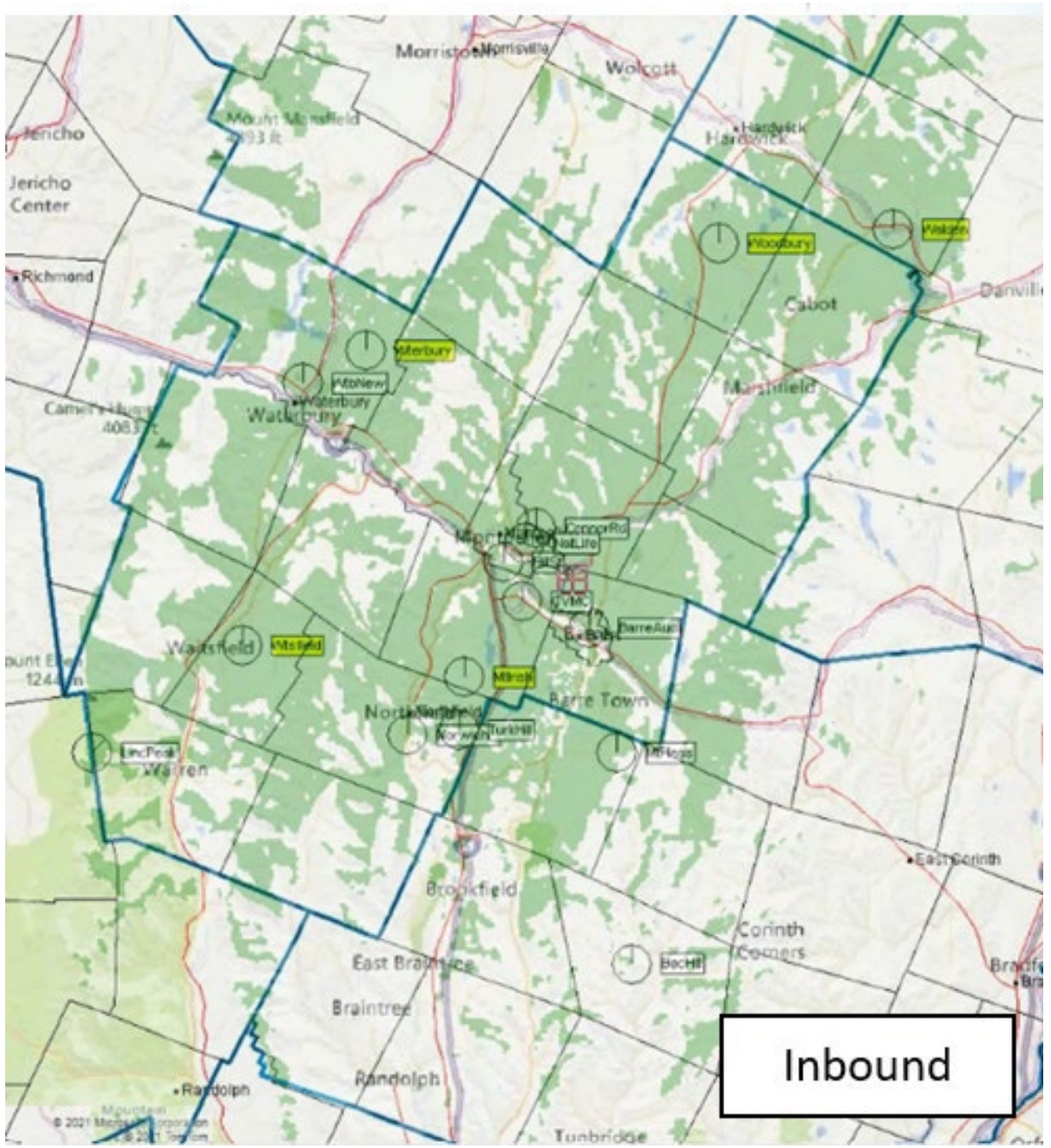
- CFMA started work with Televate in 2019, report issued 2021.
  - Many upgrades to the regional communications have come out of that report.
    - Radio consoles in Barre and Montpelier
    - Mobile and portable radio upgrades in both Cities
    - Municipal funding plan for equipment replacement plan
  - Many recommendations remain to be implemented
    - Tower upgrades and licensing
- Based on Televate report, sought grant funding for a 17-tower system
- Funding sources explored
  - Grant loans (USDA) were infeasible due to associated costs and match requirements
  - Minimal grant funding opportunities
  - Was unable to find or secure funding that towns could afford due to match requirements

Cost estimates for Televate Buildout

- CFMA used the following budget to apply for funding through CDBG-DR for the 2-channel Televate system.

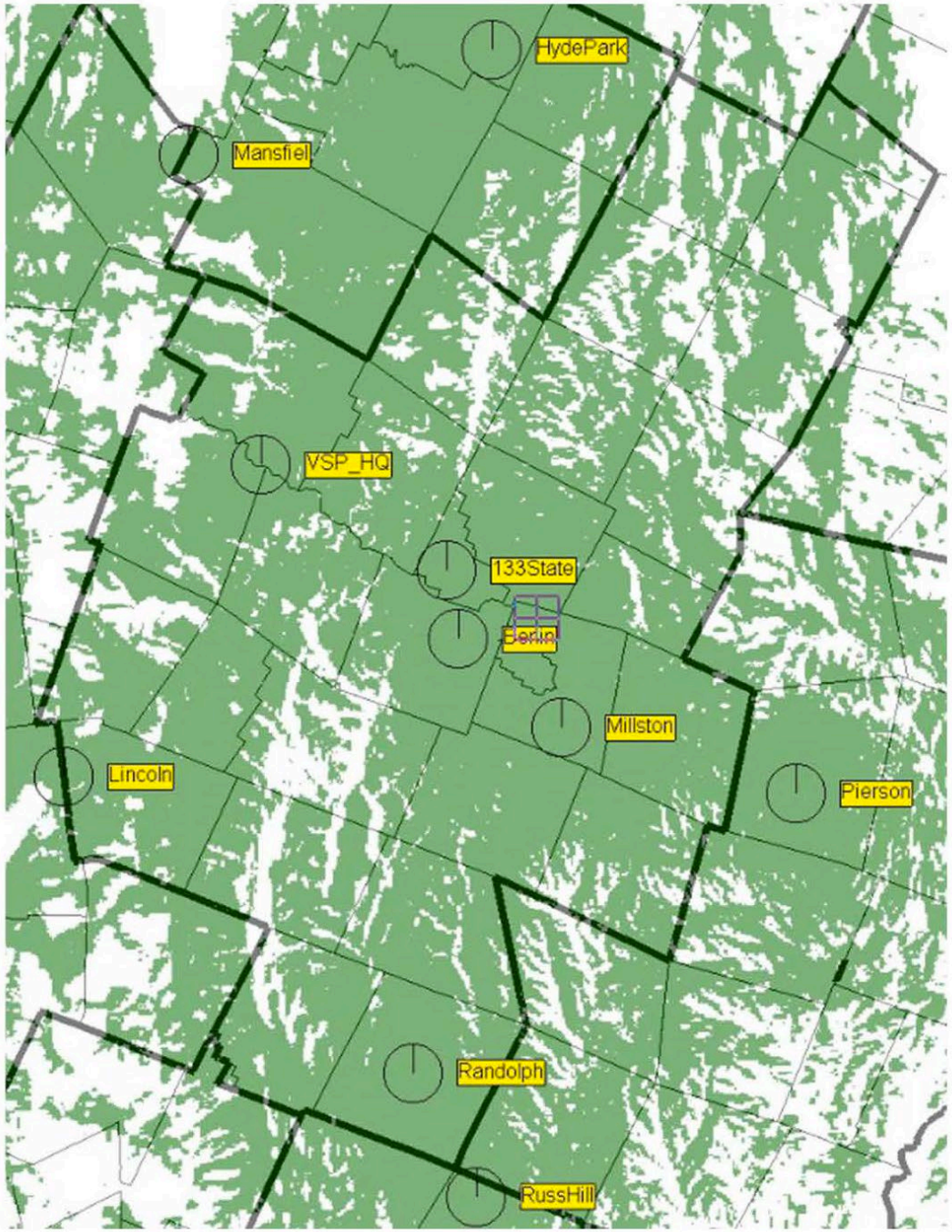
PROJECT TOTAL (Budgetary)		
LMR SITE EQUIPMENT	$	1,687,841.00
MICROWAVE	$	1,100,000.00
STAGING	$	987,546.00
SIMULCAST OPTIMZATION, PROJECT MANAGEMENT, INSTALLATION, ENGINEERING, 1 YEAR WARRANY & MAINTENANCE	$	1,569,015.00
Contingency	$	645,330.00
Resident Engineer-review project and Davis-Bacon compliance.	$	172,182.00
LEGAL	$	50,000.00
Municipal Project Management	$	35,000.00
PROJECT TOTAL (Budgetary)	$	6,246,914.00

Current Coverage



State Task Force Design coverage

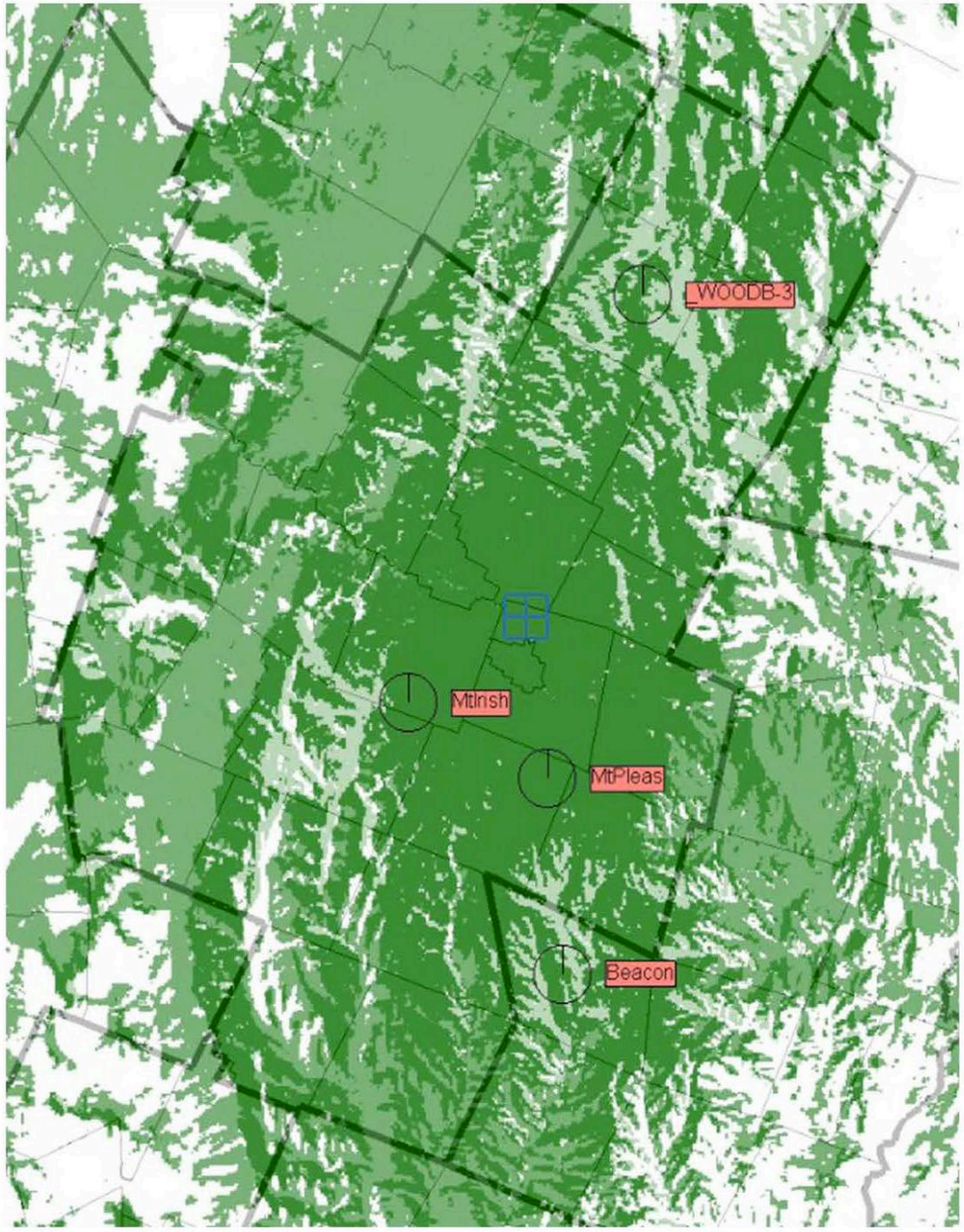
- 10 Locations
- Inbound Portable (worst case)
  On street DAQ3,0(-92dBm)
  80.3 % coverage
- Demonstrates substantial improvement



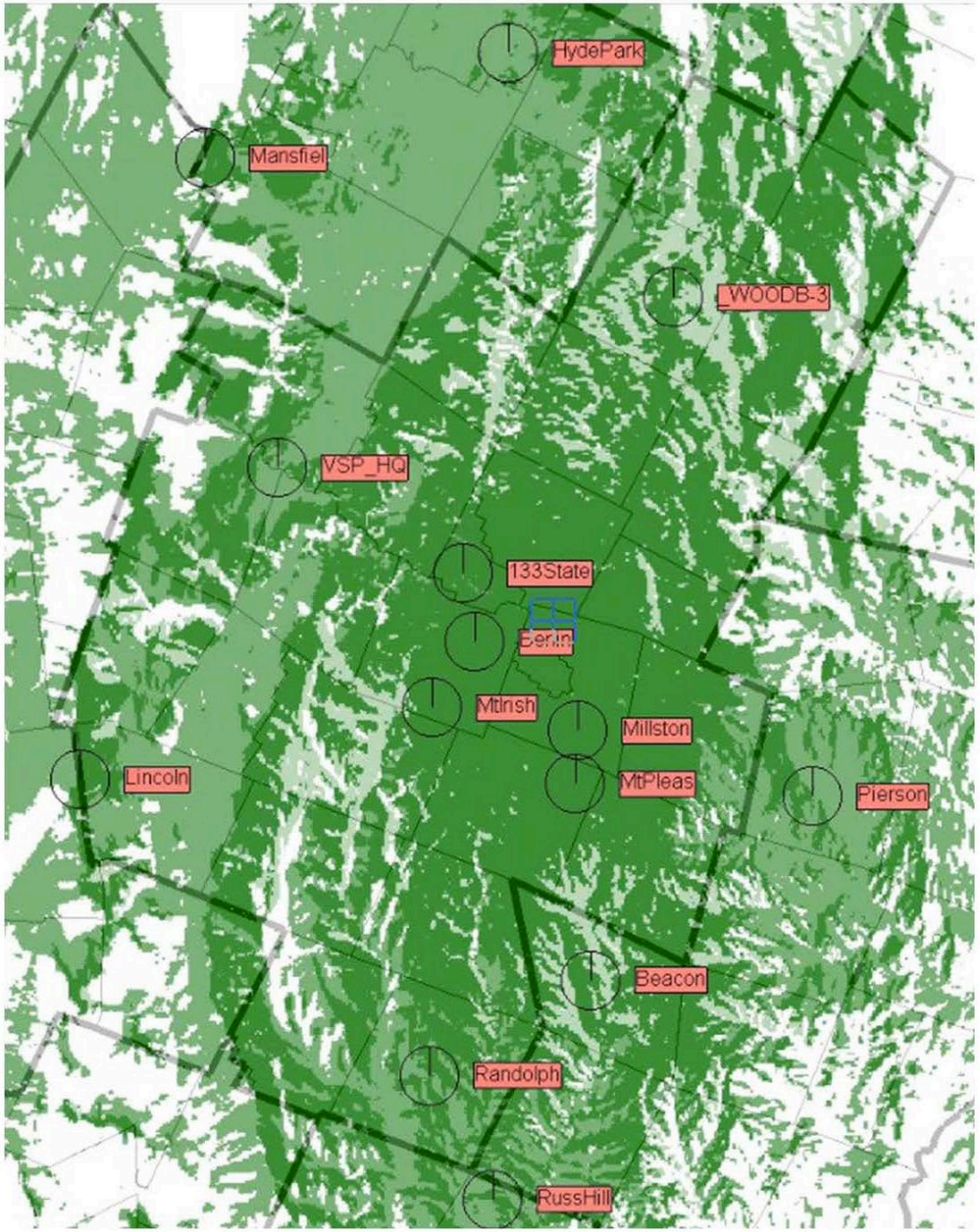
State Force Design Plan w/ 5 additional towers from CFMA

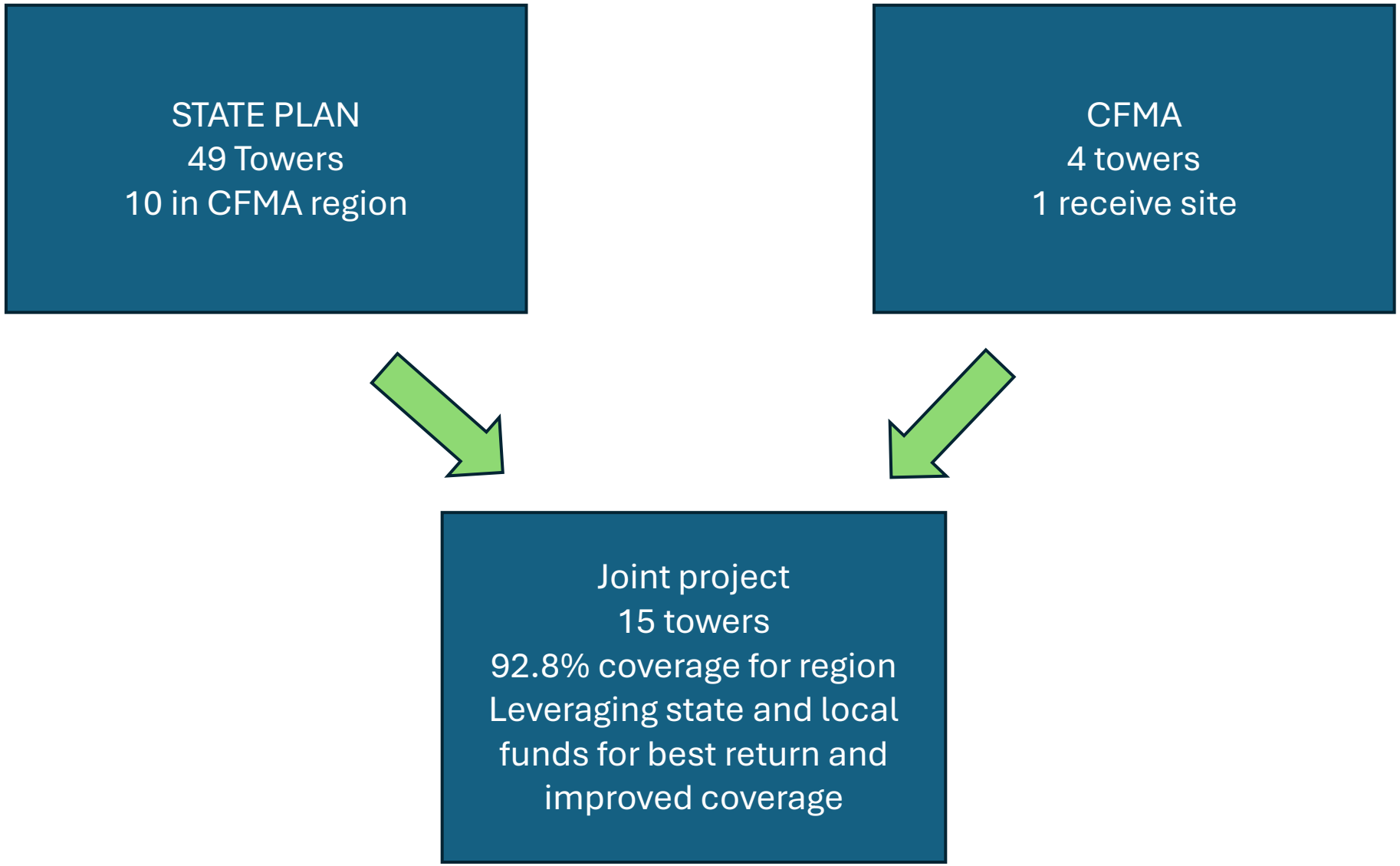
Inbound Portable (worst case) On Street DAQ3.0 (-92 dBm) – 15 Sites (added Woodbury, Mt. Irish, Beacon Hill, Mt. Pleasant, Barre Aud (receive only)): 92.8%

4 regional sites shown (excludes Barre Aud.) coverage in 2 tones of green.



Same map as before but showing all tower locations minus Barre Aud.
State and CFMA towers total




STATE PLAN
49 Towers
10 in CFMA region
CFMA
4 towers
1 receive site
Joint project
15 towers
92.8% coverage for region
Leveraging state and local funds for best return and improved coverage

CFMA Budget for Four Additional Towers + One Receive-Only Site in Barre City

Installation and equipment	193,705.50	4	774,822.00
Installation and equipment RX only	120,000.00	1	120,000.00
legal/permitting	25000	5	125,000.00
MPM			30000
Microwave/eline	already funded by CFMA		
Site prep & generators	all sites include generators,		
Engineering	15000/tower	5	75000
Contingency			100,000
TOTAL			1,224,822.00
USDA funding			772,500
CFMA funds			452,322.00

Savings with State Plan

- Significant savings in economies of scale
  - Installation Equipment
  - Permitting/engineering
  - Microwave/Eline (site to site communications)-Velco tower sites have

  - Removes largest portion of the burden from communities.
  - Brings project into manageable size for regions to fund upgrades

Benefits

- Central Vermont is geographical linchpin to Statewide system
- Creates future sustainability of entire Statewide system
- Has identified a pathway for Statewide integration of system
- Significant improvements for emergency response due to natural disasters

Supports Housing

- Net benefit to region of fire department ISO ratings- dispatch accounts for 10% of score. Ideally helping resident's homeowner insurance rates.

March 30, 2004

DEPARTMENTAL REIMBURSEMENT

It is the policy of the Berlin Volunteer Fire Department, Incorporated, to charge certain expenses in order to recover costs expended through responding to emergencies. The department currently seeks reimbursement on vehicle fires, hazardous materials response incidents, and vehicle extrications, extensive wildland fires and copies of fire reports. These include incidents both within the Town of Berlin and upon request of Mutual Aid Departments. The treasurer in seeking reimbursement from emergency incidents will use the following guidelines.

1) The department will not seek reimbursement on vehicle fires or vehicle extrications from the insurance agencies that represent a resident of the Town of Berlin.

2) Vehicle Fires / Vehicle Extrication:
The department will charge $250.00 per hour for responses to vehicle fire and vehicle extrications. This does not matter on the amount of apparatus or personnel that respond to an incident. This fee will not be charged to Town of Berlin residents.

3) HAZMAT Expendables:
All expended equipment; whether used, damaged, lost, or otherwise; should be reimbursed and/or replaced at the current purchase price, to include shipping and handling fees, plus a 10% processing fee. This includes Personal Protective Equipment (PPE), Sorbents or dyking materials, booms, plugging/patching materials, firefighting equipment lost or damaged, suppression foam used, etc. Materials such as sand and/or other compounds should be reimbursed at the billed rate including any transport/delivery costs. This is in accordance to Capital Fire Mutual Aid policy.

4) Personnel:
The department will seek reimbursement of personnel that respond to HAZMAT calls and extended wildland fires at a rate of $25.00 per person per hour that is on the incident scene, in accordance to Capital Fire Mutual Aid Policy. This will not include personnel that are covering the station, unless such personnel are essential to the operation of the incident. The funds that are given for reimbursement of these personnel will be forwarded to the individuals upon payment, at a rate or $15.00 per hour that the individual was on the incident scene and/or essential to the incident operation.

5) HAZMAT / Extended Wildland Fires:

The department will seek reimbursement for equipment damaged, lost, or expended during an incident, apparatus that is used in the operation of the incident, and personnel that respond to the incident.

6) Apparatus:
The department will seek reimbursement of apparatus that respond to HAZMAT calls and extended wildland fires at a rate that is outlined below: The time calculated for each apparatus will start that the time of the first report of the incident and will end when that apparatus is back in service in its appropriate station.

Engine 1:	All Operations	$250.00 / hour
Ladder 1:	All Operations	$250.00 / hour
Engine 2:	Engine Operations	$250.00 / hour
	Tanker Operations	$100.00 / hour
Engine 4:	Engine Operations	$250.00 / hour
	Tanker Operations	$100.00 / hour
Rescue 1:	Engine Operations	$250.00 / hour
	Heavy Rescue Operations	$175.00 / hour
Utility 1:	All Operations	$50.00 / hour
HAZMAT Trailer:	All Operations	$75.00 / hour

7) HAZMAT / Extended Wildland Fires:
The department will seek reimbursement for equipment damaged, lost, or expended during an incident, apparatus that is used in the operation of the incident, and personnel that respond to the incident.

8) Town of Berlin Incidents:
The department will organize and collect all reimbursement for any incidents that are in the response area of the Berlin Volunteer Fire Department. The department, being the "host organization", will "collect" all records and bills from the mutual aid departments/organizations and provide a cover sheet letter to the responsible party or parties. Payments should be made (by the responsible party or parties or their insurance company), directly to the individual departments/organizations. This avoids any issues of the Berlin Volunteer Fire Department being responsible for payment of taxes or benefits or being responsible for payment to mutual aid companies. State agencies such as the Vermont Hazardous Materials Response Team or Agency of Natural Resources should bill on their own directly to the responsible party or parties.

9) Mutual Aid Incidents:
The department will forward a letter of reimbursement to the host agency that requested the department to respond outside its primary response area. The department will work with the host agency in attempt to receive the reimbursement from the responsible party or parties. The department reserves the right to submit reimbursement on its own, separate of the host agency, if in the corporation's opinion, the host agency is not representing the best interests of the Berlin Volunteer Fire Department.

10) Coverage apparatus and personnel:
The department will not seek reimbursement or process reimbursement of coverage apparatus and personnel that are covering a station or response area during an incident. Reimbursement will be sought only for personnel and apparatus that were essential and actively participating in the operation of the incident.

11) Fire Report:
The department will seek payment of $25.00 for the processing of an incident report. This processing fee will be paid in full prior to the report being mailed to the party or parties or insurance agency.

For the purpose of this policy, the charging of time start at the time the department was requested and ends when the last piece of apparatus or equipment is back in operational service, not when it gets back into quarters. The corporation and/or the Executive Committee reserve the right to change the reimbursement fees on an individual basis for extraordinary circumstances.

Lt. Scott Bagg
Treasurer
Berlin Volunteer Fire Department, Inc.

** Approved by the corporation on March 2, 2004.

CAPITAL FIRE MUTUAL AID SYSTEM OPERATIONAL STANDARDS

F. STANDARD FOR OPERATION OF EMERGENCY SERVICE RADIOS

Revised: September 02, 2026

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 May 17, 2023 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).

a) CHANNEL DESIGNATION: All members are urged to purchase radios with the capacity to handle at least eight (8) frequencies or more. As the CFMA dispatch centers have grown and emergency service calls have increased, there is 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	Primary Dispatch
Channel 2	154.295	Fireground
Channel 3	154.250	Tactical One
Channel 4		Tactical Two
Channel 5	(CVMC Frequency)	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 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.

v. "F" may be utilized for Fast Squad members.

(c) AT AN EMERGENCY SCENE ICS TERMINOLOGY WILL TAKE PRECEDENCE.

(d) The following terms will be used to identify apparatus on the frequency. Apparatus will not be identified by their number only (ex: Barre City Ambulance 2 vs Barre City 2):

AMBULANCE

BOAT

BRUSH

ENGINE

RESCUE

TANKER

TOWER/LADDER

UTILITY

(e) The term "FAST" can be used to identify any 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, subsection 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. 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 Incidents
(b) Broadcasts of Information to Responding Apparatus
(c) Arrival, size-up and progress reports
(d) Calls for Special Apparatus or Greater Alarm Level
(e) Condition Status Reports
(f) Stopping while Enroute to an Incident
(g) Breakdown or Accident while Responding to an Incident
(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. **RADIO PRIORITY**: A period of time or condition where all routine radio traffic is held and limited and radio priority is given to the primary responding units and/or the incident commander of a significant incident in order to best utilize the frequency for agency dispatch, initial apparatus response, and

arrival unit coordination. RADIO PRIORITY shall be announced and issued to a significant incident. It shall be re-announced with every dispatch of additional units or incidents. During RADIO PRIORITY, only the primary agency officers, the initial arriving officer/responder, and any responding apparatus may transmit on the radio. ALL OTHER PERSONNEL, INCLUDING ALL MUTUAL AID AGENCY PERSONNEL, WILL *NOT* SIGN ON RESPONDING OR UNNECESSARILY TRANSMIT ANY MESSAGES. This period of time should last no more than thirty minutes, unless specifically requested by the incident commander. Incident communication should be transferred to a tactical channel as soon as operationally possible. Examples of RADIO PRIORITY are as follows:

(a) Transmissions of additional tones, special apparatus or greater alarms
(b) Broadcasts of information to multi-agency incidents
(c) Arrival, size-up, and instructions for responding apparatus

h. 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

i. The following instances will not be transmitted over the radio frequency at any time. 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. If necessary for documenting an apparatus's whereabouts, a phone call is to be placed to the dispatch center:

(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

j. 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.

k. Out of Service: A unit can be designated as out of service for, but not limited to, the following reasons. The unit once placed out of service, will automatically be replaced on subsequent incidents to which it is ordinarily designated. (Refer to run cards)

(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

l. 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.

m. 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.

n. Fully Involved: A fire which involves a portion of a structure or substantially all of the fuel available in the area in which the fire is burning. Incident Commanders should use more descriptive terms such as light, moderate, or heavy amount of fire showing. With this additional information, the dispatch center shall be authorized to elevate an incident response to a Second Alarm and automatically dispatch mutual aid agencies at the direction of the agency's run cards.

o. First Alarm: A "First Alarm" can be toned by the respective dispatch center when significant and creditable information is received that will require additional resources. This could be from multiple calls indicating an active fire or other collaborative information. Likewise, a Officer in Charge can ask for a First Alarm when responding to an incident that did not prompt a First Alarm on initial call. An example could be, but not limited to a response to a smoke detector activation without any further information.

p. Second Alarm: Any incident that requires the dispatch of significant additional mutual aid apparatus beyond the response of the primary department(s) shall be considered a "Second Alarm". This term indicates the

need to dispatch additional agencies, the dedication of significant resources, and the assignment of Radio Priority until the first apparatus arrives on scene.

q. Third Alarm: If the respective department's Run Card indicates such, an Incident Commander can request a Third Alarm for additional resources.

r. Run Card: Run cards provide the dispatcher with the necessary information to dispatch an emergency incident in an area through a minimum of three (3) alarms. The run card format allows the Incident Commander to automatically call the dispatch center for up to three (3) alarms and special call assignments. This also includes a run card to dispatch up to ten (10) ambulances. Each agency must work with the leadership of their dispatch center to update their Run Card annually by no later than July 1st of each year.

    i. The CFMA Run Card can be found at the end of the document.

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 designated tactical channels as prescribed by dispatch.

b. Repeat only messages that you want to be sure you understand correctly or messages that may assist other responding units.

c. 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.

d. 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.

e. The emergency service radios of the Capital Fire Mutual Aid System shall be used only for official business of public safety operations and dispatching.

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.

f. In using the radio, all operators shall speak clearly, at a moderate speed, and in a moderate tone of voice.

g. 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.

h. Testing or “test tones” shall not be conducted while an emergency incident response is in progress.

i. 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."

j. 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.

l. 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 was said was what you meant to say, and that the message was received correctly.

EXAMPLES:

"Marshfield Engine 1 Returning to Quarters"

"Marshfield Engine 1 is Returning to Quarters, 1945 Hrs."

"Capital from Montpelier Engine 1, 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."

Note: Fire departments shall provide the dispatch center a list of their officers with phone numbers for the purpose of contacting for non-emergency information, when time permits. This is especially important for night-time use so that an entire department is not interrupted.

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".

NOTE: Second tones are not considered punitive and operationally allow for the opportunity to re-transmit the incident location and details. If an apparatus responds to an incident prior to the second tone, it is no longer required, unless the apparatus requests it. Furthermore, if responding personnel indicate they are "all set for tones", a second tone is no longer required. Unless either of these occur, the Dispatch Center shall consistently issue second tones in the time period outlined above without asking responding personnel.

Wait two (2) to three (3), if no acknowledgement

(c) If after three (3) minutes, an incident 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 incident: 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 personnel or apparatus assigned to an incident are responding to it. When more than one unit leaves the same station at the same time, only one apparatus should be designated to sign on responding for all the apparatus.

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, incidents, personnel, 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 Incident or an additional alarm, the only personnel that should transmit responding are those officers of the primary response agency, such as the town's fire department or ambulance service where the incident is located. *(NOTE: For purposes of this section "officers" shall be* defined as any officer assigned by the agency chief, such as the Chief of Department, Assistant Chiefs, Deputy Chiefs, Battalion Chiefs, Captains, and Lieutenants.) Mutual aid agency personnel shall never transmit responding, with the only exception being a single chief officer acknowledging the incident for their agency. All responding personnel and apparatus should limit their transmissions to allow for urgent communications and directions from the scene. Again, personnel are encouraged to indicate a response using the Active911 app. In the rare instance that no officers transmit responding, a single responder may do so within two (2) minutes of the second tone.

Radio transmissions indicating that the quarters of any 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 incident:

"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 the description of what is being observed from the cab of the first arriving unit, if applicable. All other personnel and apparatus other than the first arriving unit shall transmit their arrival only, unless the situation is so greatly different that when the first unit arrived, incident command is being transferred, or an additional report is operationally required. Other than the first arriving apparatus, all other responding apparatus and personnel should directly 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. Additional Alarms:

g. Status (Progress) Reports: A status report (also known as a progress report) should be given by the Incident Commander at any incident, as soon as possible after assignments have been made and the effectiveness of the action being taken has been determined. Typically, a status report is transmitted within twenty (20) minutes after the first apparatus arrives on the scene. 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 progressing or under control. Dispatch may check with Incident Command for an updated status. For EMS incidents where an ambulance crew has been on scene and has not transmitted in the past thirty (30) minutes, the Dispatch Center shall perform a status check, unless the nature of the incident requires it earlier.

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."

h. 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."

i. 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.

j. EMS Incidents – Transporting: When ambulances are transporting their patient to the hospital or destination, they will notify their dispatch center by using the term "en route to {hospital}". Ambulances may also report a mileage for operational purposes.

k. EMS Incidents – Arriving: When an ambulance is 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.

l. Consistent Language: It is important that all personnel use the same language when responding to and arriving on the scene of an incident. Using the same words helps ensure consistent communication across the system and allows for better understanding by all personnel. The following terminology is encouraged for each stage of response:

Response:	"Unit is responding"
Arriving:	"Unit is on the scene"
Transporting:	"Unit is en route"
Destination:	"Unit is arriving"
Clear of Scene	"Unit is returning"
Back	"Unit is back in quarters"

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7. E.M.S. Call Checking: In order to assure the safety of EMS personnel, the Dispatch Center, upon request of the responding EMS personnel, 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 unit has been on the scene of a medical incident for ten (10) minutes and has not called to give a status report, the Dispatch Center will call the unit to check on their status. 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 tone the department as well as notify the appropriate law enforcement agency to request them to investigate. The dispatch center may elect to also call the unit after thirty (30) minutes of being on scene of any normal ambulance response if no radio contact has been made since the unit arrived on the scene.

8. NOTE: *It should be understood that the sole purpose of status checking is to ensure the safety of personnel and is not intended to force a unit to declare an incident under control.*

9. Fireground Tactical Frequencies: Fireground Tactical Frequencies: The Capital Fire Mutual Aid System is licensed to operate on multiple frequencies. Whenever a department is dispatched, the Dispatch Center may direct the responding agency or agencies to switch to a secondary or tactical frequency. The dispatcher has the ability to recommend the Incident Commander to move to a tactical frequency in order to ensure the primary frequency remains clear for priority messages and/or additional incident dispatching. The essential purpose of the primary frequency is to retain its ability to alert dispatched agencies to incidents, and operational or tactical communications should never interrupt this purpose. Incident Commanders should take the initiative to ask the Dispatch Center to direct their responding apparatus and personnel to alternative frequencies at any given incident, especially those that take time to gain control.

   The Incident Commander should make all reports to the Dispatch Center. To eliminate confusion, all radio transmissions between the Incident Commander and the Dispatch Center should only be made by the Incident Commander or by a designated aide. If authorized by the Incident Commander, an EMS Control Officer can be designated and authorized to coordinate with Dispatch to supervise EMS operations. In the event of simultaneous incidents, Incident Commanders will be identified by their agency and/or their incident by its town and, if there are multiple incidents in that town, its location (example: Berlin Command, River Street Command, etc.)

10. Active Alert: The Capital Fire Mutual Aid System utilizes the Active Alert system as a secondary method for incident alerting and response. This system sends notifications to responders of incident location, type, and additional information. This system is integrated with dispatch documentation systems to send alerts as

soon as possible. It also assists responding personnel to use mapping systems to help guide their response.

Active Alert is a SECONDARY method of incident notification, as the primary method is the use of radio tones and transmissions. On duty personnel should rely on radio technology for notification in addition to Active Alert. Furthermore, all personnel responding to an incident are encouraged to indicate their response using this system, along with their response destination. Using the app is the primary method of indication of response for most personnel, other than officers, EMS personnel, and apparatus as outlined in Section 6 (c). Dispatch Center shall monitor the desktop app to verify personnel and agency response, especially if no radio transmissions have been received.

PART II

SUGGESTIONS AND RECOMMENDATIONS IN THE USE OF EMERGENCY SERVICE RADIOS

1. 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 personnel are transmitting, a message cannot be received. The reason is that when personnel are transmitting, the radio's 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. This will become essential in the upcoming voted, repeater system. Otherwise, part of your message may not be transmitted or received. When you have completed your message, be sure to release the button.

3. Radio communications should be carried on in a normal tone, volume, and pitch, and the operator should speak directly into the microphone at a moderate rate of speed. It is necessary to speak distinctly in order for your transmission to be understood. Shouting, talking fast, and failing to enunciate clearly will probably result in the necessity for repetition of messages, causing delays.

4. When calling the Dispatch Center or another unit, and receiving no reply, and 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, that the volume is turned up enough for you to 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. Also, our Dispatch Centers may be speaking with other law enforcement officers and/or other public safety personnel that cannot be heard by your unit. Be patient.

5. Using plain English in all radio transmissions ensures that transmissions are given in a professional, business-like manner. Knowledge of technical terms used in the emergency services is not necessary and often confuses other responders. 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, everyday business-like English is preferred and will accomplish the desired result.

6. The use of personal pleasantries, slang and first names, jokes, or unprofessional communications should be avoided while operating emergency service radios. Indecent, obscene, unprofessional, or profane language is always strictly forbidden.

7. Departments will not ask primary response agencies, if they would like their department to respond. Incident Command will determine what agencies, personnel, and resources are needed to bring their incidents under control. Until called upon or requested, any uninvolved agencies and personnel should keep the frequencies clear for emergency transmissions. The use of the radio to transmit messages that can be transmitted over a telephone is strongly discouraged, as this will interfere with more important emergency transmissions.

8. The giving of reports outlined in Part I is designed to provide information to the Dispatch Center and to other units responding to or operating at the emergency incidents so that proper actions 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 incidents in jurisdictions already affected by the initial incident.

9. All personnel should be aware of possible feedback problems while operating emergency service radios. Feedback can occur when two transceivers, such as a pager and radio, are operated in close proximity. The two most common problems are as follows.

    a. Operating a radio 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, if transmitting on a mobile radio, personnel should ensure 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 [DATE] and is referred to by 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 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.

PART III

ENFORCEMENT OF THE COMMUNICATION OPERATING STANDARDS

It is the responsibility of every agency dispatched by, responding to, or operating within the Capital Fire Mutual Aid System to abide by these Communication Operating Standards. In turn, it is the direct responsibility of the leadership of every agency to supervise all personnel of their agency to ensure they strictly comply with the same. The system can only work effectively if every person strictly complies with these procedures. Failure to follow any of these procedures shall constitute an agency's unwillingness to participate in the communications system and may result in further steps, including the termination of their emergency dispatching services and participation in the organization.

To ensure application of these procedures, the leadership of each CFMAS agency summarily agrees to work with the communication leadership of the Montpelier Police Department, Barre City Police Department, and the Communications Committee of the Capital Fire Mutual Aid System. This will be considered the first step to resolve any concerns, problems, or failures to follow these procedures. It is the goal of the system to encourage close communication between both Dispatch Centers to ensure these Communications Operating Procedures are followed, implemented, and applied consistently by all personnel.

If the leaders outlined above fail to correct ongoing issues and recurrent problems, the issue can be elevated to the Communications Committee of the Capital Fire Mutual Aid System, and their designee(s). They will attempt to clearly identify the parts of this procedure that are not being followed and develop a correction plan to bring the agency and their personnel back into compliance. Steps can include, but are not limited to, formal meetings, administrative sanctions, communication to the agency and town leadership, and/or referral to the CFMAS Board of Directors for formal actions.

CAPITAL FIRE MUTUAL AID SYSTEM RUN CARD

TOWN: CITY

DIST #: FULL CITY

STILL: (Trees on wires / down, problem / odor investigation, elevator, etc.)

GENERAL: (Alarm Activation; MVA; Vehicle Fire; Outdoor Fire; Isolated Chimney; etc.)

FIRST: (Active Structure Fire; Technical Rescue; High Risk Structure Alarm; etc.)

Feb-16 LAST UPDATED

	TOWN	APPARATUS		TOWN	APPARATUS	
STILL ALARM: (Expected: 1-2 apparatus for 30 minutes)						**AMBULANCES**
SCENE:						
GENERAL ALARM: (Expected: 2-3 apparatus for 60 minutes)						
SCENE:						
FIRST ALARM: (Expected: 3-5 apparatus >60 minutes, coverage considered)						
SCENE:			STA #1:			
			STA #2:			

If an incident is expected to extend past 60 minutes without an engine in the primary station, then coverage will be dispatched.

SECOND ALARM: (Coverage automaticly dispatched)						**TANKER TASK FORCE #1 (5)**
SCENE:			STA #1:			
			STA #2:			
			Special Instructions:			
THIRD ALARM:						**TANKER TASK FORCE #2 (5)**
SCENE:			STA #1:			
			STA #2:			
			Special Instructions:			
FOURTH ALARM (Optional):						**Dept Special Call:**

SCENE:			STA #1:				
			STA #2:				
				Special Instructions:			