



POLICIES, PROCEDURES, & GUIDELINES

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MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01 Index Policies, Procedures & Guidelines

Subject: Index Policies, Procedures & Guidelines
Functional Area: Administration
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ADMINISTRATION **SECTION**

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-01 **Purpose of MABAS**

Subject: Purpose of MABAS

Functional Area: Administration

Category: Policy

Approved: Approved by the Executive Board on 05/14/09

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Purpose

The primary purpose of the Mutual Aid Box Alarm System (MABAS) is to coordinate the effective and efficient provision of mutual aid during emergencies, natural disasters, or manmade catastrophes. MABAS is not intended to relieve a community of their responsibilities of providing adequate emergency services for all local emergencies, since all communities should have their own first line of defense. When a community exhausts its resources, MABAS can be activated by the stricken community and through a systematic plan, MABAS will provide:

- A. Immediate assistance of personnel and equipment at the scene of an emergency or disaster
- B. Response teams of: Firefighters, Emergency Medical Personnel, Hazardous Materials, Responders, Technical Rescue Specialists, Divers, etc.
- C. Access to specialized equipment
- D. A contractual agreement covering responsibilities and liabilities for all its members.
- E. Standardized policies and procedures for mutual aid responses.
- F. Organization comprising fire departments from the states of Illinois, Indiana, Iowa, Missouri, Michigan, and Wisconsin.

Responsibility

It shall be the responsibility of all Member Units to adhere to the policies and procedures of MABAS as adopted by the Executive Board and amended from time to time.

Division Authority

Each Division shall have the authority and responsibility to insure that the policies and procedures of MABAS are adhered to by all Member Units. Variances to the MABAS procedures are not generally recommended, but under certain circumstances a Division is authorized to make minimal modifications. Any modification must be consistent with the existing procedures. All modifications must be agreed upon by two-thirds majority of the Division membership.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-02 Definitions

Subject:	Definitions
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Following is a glossary of terms and terminology that are consistent with the National Incident Management System (NIMS) and the Incident Command System (ICS) and relate to MABAS in establishing mutual aid assistance:

ACCOUNTABILITY SYSTEM* A procedural system designed to track and account for the assignment of personnel on the scene of an emergency incident.
* See PASSPORT System

ALARM LOG The Alarm Log is a form which is used to record the times, incident location, box alarm number, alarm level, responding equipment type, community name and vehicle number.

ALERTING ENCODERS A tone encoder at a Division Dispatch or Back-up Center used to activate MABAS alerting receivers.

ALERTING RECEIVERS A receiver on the IFERN frequency that is tone activated by MABAS Division Dispatch Centers.

AMBULANCE (AMB) A vehicle whose primary function is the care and transportation of sick or injured persons. An ambulance can be classified as ALS (Advanced Life Support), ILS (Intermediate Life Support) or BLS (Basic Life Support). Minimum staffing of two (2) EMT-B's (BLS) or one (1) paramedic or one EMT-I and one (1) EMT-B (ILS) or two EMT-I (ILS) and one (1) EMT-B (ALS) or two (2) paramedics (ALS).

AUTOMATIC AID See Mutual Response

BOX ADDRESS The address of an intersection in the center of the Box area or the address of the emergency scene itself.

BOX ALARM For the purpose of MABAS, a Box Alarm is a fire or other emergency requiring mutual aid through MABAS. A Box Alarm is the first request level for MABAS assistance. A 2nd, 3rd, 4th or 5th Alarm (or higher) are additional calls for equipment to the same fire or disaster area.

BOX CARD	A printed form containing details of departments, specialized personnel and equipment to respond to a given geographical area, target hazard and/or specialized response within a community.
BOX CARD NUMBER	Box alarm numbers are utilized to identify specific box alarm assignments for a fire department. Box alarm numbers can be duplicated between multiple departments.
BRANCH	Used whenever the number of Divisions or Groups exceeds the Span of Control. Can be either geographical or functional. The person in charge of each Branch is designated a Director.
CHANGE OF QUARTERS	Apparatus assigned physically changes to the stricken community to be available for simultaneous calls or move up to the fire scene on additional alarms.
COMMAND POST	The location of the Incident Commander of the fire or emergency scene. The Command Post at the scene will be identified by a flag or green revolving or flashing light or both.
DIVISION	Established to provide resources and coordination for a specific <i>geographical</i> location at an incident. The person in charge of each Division is designated as a Supervisor.
ENGINE (ENG)	A vehicle whose primary function is the delivery of water at increased pressures on the emergency scene. Reference is NFPA 1901. Minimum staffing of four (4) persons.
ELEVATED PLATFORM	A vehicle whose primary function is the same as "Truck" (see definition) and is equipped with a working platform attached to the extreme end of telescoping aerial device.
FIREGROUND FREQUENCIES	FG RED: 153.830 MHz FG WHITE: 154.280 MHz FG BLUE: 154.295 MHz FG GOLD: 153.8375 MHz* FG BLACK: 154.2725 MHz* FG GRAY: 154.2875 MHz*
	These frequencies are used to transmit and receive critical fireground information and may be used at the

discretion of the Incident Commander. All radios are limited to 10 watts of transmission power.

*Narrow-band frequencies that may not be available on all radios.

GROUP

Established to provide resources and coordination for a specific *tactical* responsibility for an incident. The person in charge of each Group is designated as a Supervisor.

INABILITY TO SUPPLY

If a Department that is due to respond cannot supply properly staffed apparatus because of an existing situation (i.e. present fire of their own, apparatus out of service, or lack of personnel) THEY MUST notify the requesting Division Dispatcher immediately, so that the fill-in apparatus can be assigned from another department. This will usually be done from the next level of alarm.

MEMBER UNIT

A unit of local government including, but not limited to, a city, village, or fire protection district having a fire department recognized by the involved State Government; or an intergovernmental agency and the units of which the intergovernmental agency is comprised which is a party to the MABAS agreement and has been appropriately authorized by the governing body to enter into such agreement.

MUTUAL RESPONSE

This is a contractual agreement between two or more Departments to respond with specific equipment and personnel to a special area or building in that community on an initial Alarm. This equipment should be listed in the "Still" column (or in a separate column between STILL and BOX) on the Box Alarm Card as it is due prior to the calling of a Box Alarm. Mutual Response is sometimes referred to as Automatic Aid.

PASSPORT SYSTEM

An accountability system that utilizes components such as helmet shields (optional), passports, nametags, and status boards to track the assignment of personnel at an emergency incident.

QUINT

A vehicle whose primary function is the same as a "Truck" (see definition), but is equipped and capable of functioning as an "Engine" (see definition).

REQUESTING A BOX

It is the responsibility of the Department with the fire or other emergency to notify their Division Dispatch

Center and request a Box Alarm or subsequent Alarms. The Box Number, type of incident, level of Alarm requested, address/ location, staging, and authority are to be given.

RETURNING EQUIPMENT

At some time after the Box Alarm is struck out, the Incident Commander will return equipment. The order in which it is returned will be at the discretion of the Incident Commander.

SINGLE RESOURCE

May be individuals, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified supervisor that can be used at an incident.

SKIP ALARM

A department, at the time of the alarm, may request to go to a 2nd, 3rd, 4th, or higher alarm. All equipment assigned to respond to the scene or change quarters on each previous level of alarm will respond or change quarters to the emergency. This may occur at any other level as well as when the original Box Alarm is called.

SNORKEL (Truck)

A vehicle whose primary function is the same as a (see definition) and is equipped with a working platform attached to the extreme end of an articulated aerial device. Minimum staffing is four (4) persons.

SPECIAL BOX CARD

A Box Card designated for Interdivision mutual aid listing a MABAS Division's equipment that is available to respond based on the type of equipment and location.

SQUAD (SQD)

A vehicle whose primary purpose is to provide personnel and/or fire and rescue support services on the emergency scene carrying the necessary tools and equipment. Reference is NFPA 1901. Minimum staffing is four (4) persons.

Typically, squads support fire and rescue incidents, cascade air systems, lighting systems, electric generators, hydraulic equipment, etc. Additionally tools and equipment are carried to cover the main rescued disciplines that represent the bulk of the fire department responsibility.

Squads are divided into the following categories by manufacturers relative to GVW:

- Heavy Rescue
- Medium Rescue
- Light Duty Rescue

Vehicles are limited in the amount of tools, equipment and manpower carried by GVW and the design of the apparatus.

Heavy Duty Rescue Squads operate in the 40,000 to 60,000 plus GVW range. These units operate with the staff to cover the main rescue disciplines.

Medium Duty Rescue Squads operate in the 20,000 to 38,000 GVW range. Systems and tools are reduced from Heavy Rescue Squads due to GVW, the design of the vehicle, and compartment space. Many operate with lights and air.

Light Duty Rescue Squads operate in the 15,000 to 18,000 GVW range. Limited in tools and equipment, could function with hydraulic rescue equipment.

STAGING AREA

A location near the fire or emergency scene where additional equipment is directed to assemble for further instruction and organization. Also known as Level II staging.

STILL ALARM

The initial response to an incident. A Still Alarm may involve mutual response or change of quarters. This response is left to the individual community's discretion. Minimum staffing is that personnel existing on apparatus at the time agreed upon by the communities. Multiple levels of still alarms (Full Still, Working Still, etc.) are permitted. NOTE: The local dispatcher is responsible for dispatching all units listed in the Still Alarm level(s).

STRIKE TEAM

A set number of resources (normally five) of the same kind and type with common communications operating under the direct supervision of a Strike Team Leader.

STRIKING OUT A BOX ALARM

When the Incident Commander feels that the fire or other emergency is under control and he will not require another level Alarm, he is to "Strike Out the Box Alarm". The striking out of the Box Alarm is only done once and not for each level of Alarm. The Incident Commander will notify the Division

Dispatch Center and give his name, the location of the Box Alarm and request that the Box Alarm be struck out per his orders. This means that companies due to respond on additional alarms will be advised by the striking out of the Box Alarm that they will not be needed.

TENDER (TNR)

A water transport vehicle with a minimum capacity in excess of 1250 gallons and staffed by a minimum of two (2) persons.

TASK FORCE

Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

TELE-SQUIRT

Engine equipped with an elevated master stream device.

TRUCK (TRK)

A vehicle whose primary function is performing rescue and/or the delivery of large volumes of water from an elevated height on the emergency scene. Reference is NFPA 1901. Minimum staffing is four (4) persons.

MABAS-Wisconsin Policies, Procedures, and Guidelines

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Subject: Functional Positions

Functional Area: Administration

Category: Policy

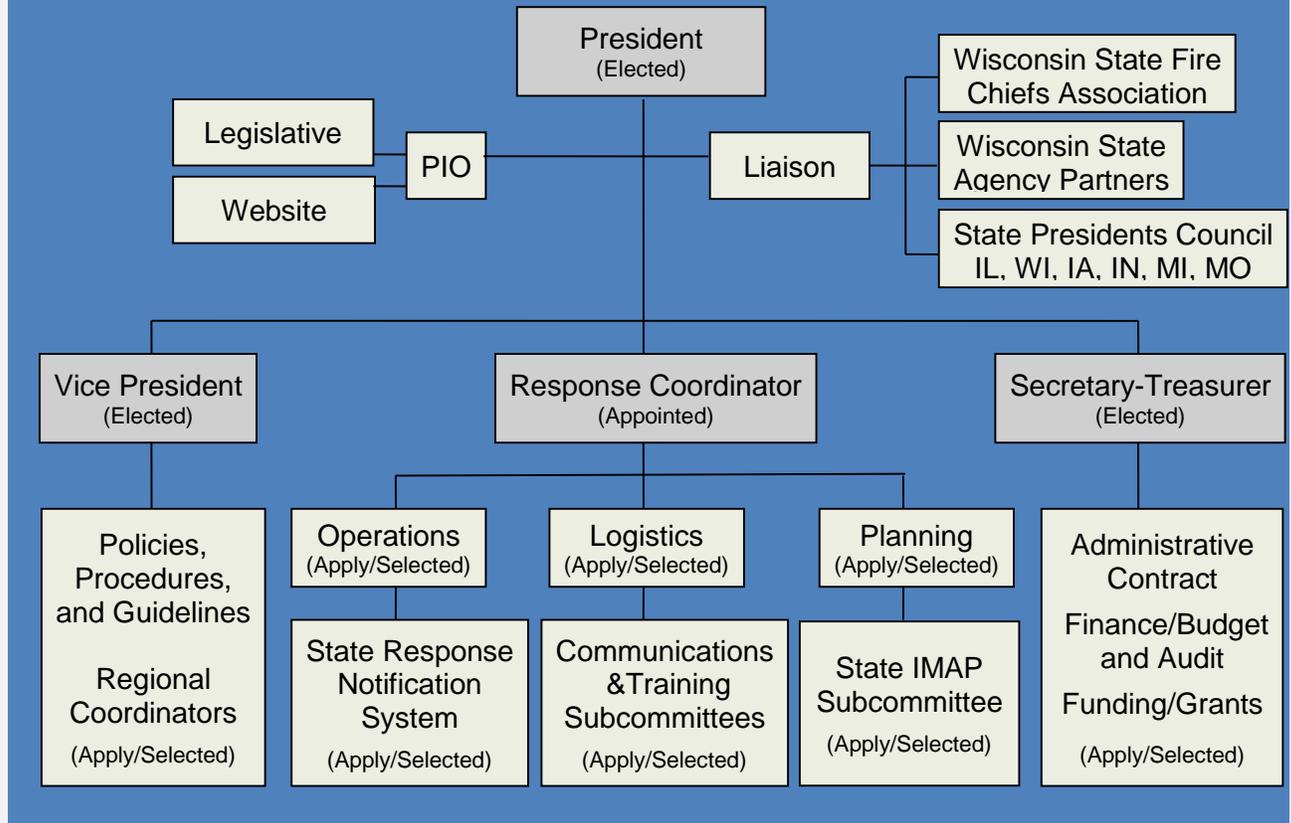
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MABAS-Wisconsin

Organizational Structure

March 12, 2008



MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-04 Constitution and By-Laws

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Functional Area: Administration

Category: Policy

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CONSTITUTION AND BY-LAWS

OF

Mutual Aid Box Alarm System – Wisconsin, Inc.

(MABAS-Wisconsin, Inc.)

Revised March, 2013

**REFERENCE TABLE
TO
CONSTITUTION AND BY-LAWS
OF
MABAS-Wisconsin, Inc.**

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- 1.03 Principal and Business Office

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**CONSTITUTION AND BY-LAWS
OF
MABAS-Wisconsin, Inc.**

ARTICLE I. GENERAL

- 1.01 Association: This non-profit, educational organization is formed by the members of the Mutual Aid Box Alarm System – Wisconsin, Inc., also known as MABAS-Wisconsin, Inc. The organization’s members are the representatives of regional fire service mutual aid response zones (divisions). The response zones/divisions are “typically” organized by county in the State of Wisconsin.
- 1.02 Purpose: MABAS-Wisconsin, Inc., hereinafter referred to as “Organization,” was organized exclusively to promote the fire service Mutual Aid Box Alarm System (MABAS) in the State of Wisconsin by:
- a.) Providing education, operational training, technical information, and resource materials to assist developing and established division for fire service mutual aid response.
 - b.) Protect individual division autonomy and its association with the entire MABAS.
 - c.) To address and advocate for the political issues in the State of Wisconsin affecting the MABAS.
- The Corporation is organized exclusively for educational purposes in compliance with Section 501(c)(3) of the Code, including, for such purposes the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- 1.03 Principal and Business Office: The Principal and Business office shall reside at the office of the President of the organization.

ARTICLE II. MEMBERS

- 2.01 Eligibility: The MABAS-Wisconsin, Inc. shall consist of Active, Associate, Ex Officio members and Honorary Life members.
- A. Active Members: To be eligible active member of this organization, a person must be the representative (president or chair) of a recognized and approved division, be a member in good standing, and abide by the organization’s Code of Ethics. An active member shall have the privilege of the floor and voting power if designated by the division.
 - B. Associate Members: An associate membership may be granted to a representative of an organization, or interested person(s) after applying for associate membership and approval by a majority vote of the active members. An associate member shall have the privilege of the floor, but do not have the power to vote on business of the organization.
 - C. Ex Officio Members: By virtue of the office that certain public officials hold, they may be considered for active membership in the organization. To be recognized as an Ex Officio member, the organization’s active

membership must first approve the membership. The ex officio members shall have the privilege of the floor and voting power. Currently, the only ex officio member approved by the organization is the Fire Services Coordinator from Wisconsin Emergency Management.

D. Honorary Life Members: A member who is dedicated to the mission of MABAS Wisconsin, who has made significant contributions and demonstrated support to the organization which has been outstanding as to merit honor may be elected to Honorary Life Membership. An Honorary Life member shall have the privilege of the floor, but does not have the power to vote on business of the organization. The procedure for awarding this membership category is:

- MABAS President solicits nominations by way of an announcement at June Meeting, Newsletter, etc.
- Nominations can be submitted by any voting member with a statement of qualifications and outstanding contributions to the President.
- Nominations close July 1 of each year.
- President submits a qualified list of candidates and accomplishments to the Executive Board for vote prior to the annual meeting. Honorary status shall be conferred upon a unanimous vote by the Executive Board.
- The awardee is announced at the annual meeting and is presented with a plaque recognizing their meritorious service to MABAS Wisconsin.
- A record of Honorary Life Members shall be posted on the MABAS Wisconsin website as well as archived in organizational records.

- 2.01 Member Donations: Any member(s) may voluntarily donate to the organization and their gift would be tax deductible.
- 2.02 Voting Rights: Each recognized division will have one vote cast for elections and other business of the organization. The vote is cast by the division president or a designated representative.
- 2.03 Activity Information: Members shall be updated on activities by the Executive Board at general business meetings or by electronic means, as needed.
- 2.04 Committee Membership: Members may volunteer to be on committees as openings occur. The President of the organization will accept applications to committees and will approve all committee appointments.
- 2.05 Fund Raising: All members are invited to participate in all fund raising activities regardless of participation on the committees organizing same.

ARTICLE III. ORGANIZATION

- 3.01 Board of Directors: The Board of Directors are defined as the Active and Ex Officio members.
- 3.02 Executive Board: The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer.

- 3.03 Term: The term for Executive Board positions shall be two years. Executive Board members may serve an unlimited number of terms.
- 3.04 Meetings: The Executive Board shall hold a minimum of four (4) general business meetings per year, and as needed for the good of the organization. Meetings shall be held at a time and place designated by the Executive Board members with a meeting being designated as the Annual Meeting. Meetings are typically held on the second Thursday of the month, Special meetings may be called by the President of the organization. Meetings may be held by electronic format (teleconference and/or videoconference) if one active member is present. The annual meeting shall not utilize electronic meeting format.
- 3.05 Approval: These By-Laws were initially approved by the membership on August 9, 2007.
- 3.06 Amendment: These By-Laws may be amended by 2/3 of the membership at any meeting where a quorum is present.
- 3.07 Notice: Notice for Board Meetings shall be a minimum of five (5) days prior to the meeting if written or two (2) days if personal verbal.
- 3.08 Quorum: The Quorum shall consist of greater than 50% of the active and ex officio membership present.
- 3.09 Motion Approval: A motion shall pass if it is approved by a majority of voting members in attendance at a meeting where a quorum is present.
- 3.10 Meeting Rules: Where not otherwise specified in the By-Laws, “*Robert’s Rules of Order*” shall govern the conduct and procedure of business meetings of the organization.
- 3.11 Voluntary Termination: Board members may terminate their position at any time they desire. A new Board member shall be elected by the voting membership at their next business meeting, and that Board member shall serve out the term of the withdrawing Board member.
- 3.12 Involuntary Termination: An Executive Board member may be terminated “For Cause” if approved by 2/3 of general members. In any attempt to have a Board member terminated For Cause, the Board member is entitled to, and may request, a hearing before a committee consisting of the remaining Board members plus five (5) randomly selected general members. That committee’s decision as to the termination of the Board member shall be final.
- 3.13 Compensation: There shall be no compensation for Executive Board members.
- 3.14 Dues: There are no dues established for membership at this time.

ARTICLE IV. OFFICERS

- 4.01 Principal Officers: The principal officers of the organization shall be President, Vice President, Secretary, and a Treasurer, and constitute the Executive Board of the organization. Other officers and assistant officers, as may be deemed necessary, may be elected or appointed by the membership. No two or more principal offices may be held by the same person, however one or more committee assignments can be held as a principal officer.
- 4.02 President: The President shall be the chief executive officer of the organization and, subject to the will of the membership, shall, in general (a) administer all of the business and affairs of the organization; (b) have authority, subject to such

rules as may be prescribed by the membership, to appoint such agents and employees of the organization as the President shall deem necessary, to prescribe their powers, duties, terms and compensation and to delegate authority to them; (c) have authority to sign, execute and acknowledge, on behalf of the organization, reports and other documents or instruments necessary or proper to be executed in the recourse of the organization's regular business, or which shall be authorized by resolutions of the membership; (d) report to the membership; and (e) perform all duties incident to the office of President.

4.03 Vice President: The Vice President shall perform such duties as the President or the membership may from time to time specify. The Vice President shall conduct the meetings and the business of the organization in the absence or vacancy in the office of President.

4.04 Secretary: The Secretary position shall (a) keep the minutes of the Board of Director's meetings; (b) give all notices in accordance with the provisions of these By-Laws or as required by law; (c) be custodian of the organization's records; (d) keep a register of the post office address of each member of the organization; and (e) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or membership.

4.05 Treasurer: The Treasurer position shall see that a true and correct accounting of the financial transactions of the organization is made and that reports of such transactions are presented to the membership. The Treasurer shall have the care and custody of the funds of the organization, and shall cause the same to be deposited in such manner in such banks as the Board of Directors may direct.

4.06 Elections: Elections for principal officer position(s) will be held at the August meeting. The candidates who receive the highest number of votes from the active members present at the meeting shall be elected to the open position, provided there is a quorum. Election notice shall be given at the meeting preceding the election meeting (typically July). If the election of officers can not be held at the August meeting, such election shall be held as soon thereafter as convenient. Each officer shall hold the office until his or her successor shall have been duly elected. For organization continuity, the President and Treasurer positions will terminate on the odd year and alternate with the Vice President and Secretary-positions that will terminate on the even year.

4.07 Removal: Any officer or agent may be removed by the active members whenever in its judgment the best interests of the organization will be served thereby. Election or appointment shall not of itself create contract rights.

4.08 Vacancies. Any unexpected vacancy in any principal office shall be filled by the President, or Vice President if filling the President's position, for the unexpired portion of the term.

ARTICLE V. DUTIES OF MEMBERS

5.01 Business Matters: Members are encouraged to attend meetings to make resolutions and approve operational and financial business of the organization, which includes but is not limited to, establish operational guidelines, elect principal officers, approve new members and division status, and adopt an annual

- budget, authorize contracts, conduct internal audits, authorize payments, participate on committees, and sign organization checks.
- 5.02 Division Representative: The president or chair of the division shall be the designated representative to cast votes at a general meeting. Each division may designate in writing to the Secretary; one or more alternates who may represent the division in the absence of the president. Designation must be filed in writing prior to recognition at any meeting.
- 5.03 Prohibited Activities: Member divisions, fire departments, and/or individuals are prohibited from engaging in any activity or imply representation in the name of MABAS-Wisconsin without the expressed, written approval of the organization. Members are prohibited from utilizing the logo or name MABAS-Wisconsin in any private enterprise without the expressed written approval of the organization.
- 5.04 Conflict of Interest Policy: All members shall abide by the current Conflict of Interest Policy established by the organization, or be subject to removal.

ARTICLE VI. POWERS AND FINANCIAL MATTERS

- 6.01 Powers: No part of the net earnings of the organization shall inure to the benefit of, or to be distributed to its general members or Executive Board members or other private persons, except that reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I of these By-Laws. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these By-Laws or Articles of Organization, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code, or an association, to which contributions are deductible under Section 170(c) (2) of the Internal Revenue Code, or any corresponding section of any future federal tax code.
- 6.02 Contracts: Contracts over \$1,000 requires a motion and approval of a majority of the active membership at a general business meeting.
- 6.03 Checks: All disbursements shall be by check or through an authorized automated banking system. Two (2) Executive Board members shall be authorized to sign on the organization's checking account, although only one signature is required.
- 6.04 Deposits: All funds of the organization not otherwise employed shall be deposited, typically by the Treasurer, in a timely manner to the credit of the organization in such banks, trust companies or other depositories as may be selected by the membership.
- 6.05 Distributions: The organization may make distributions of unrestricted funds in furtherance of its tax-exempt purposes in the manner determined by the motion and approval of the membership at a general business meeting.
- 6.06 Annual Budget: The Finance Committee shall prepare an annual budget for review at the May meeting and approve at the June meeting.

- 6.07 Internal Audit: The President may designate someone other than one of the authorized signatures to review and approve the monthly bank reconciliations and financial statements.
- 6.08 Fiscal Year: The fiscal year for the organization begins July 1st and ends on June 30th.

ARTICLE VII. COMMITTEES

- 7.01 Standing Committees: The Executive Board will establish certain committees to continually monitor technical, political, and operational influences on the Mutual Aid Box Alarm System in Wisconsin. These potential committees include, but are not limited to, communications, website, Wisconsin Emergency Management, and liaison to the Illinois Mutual Aid Box Alarm System.
- 7.02 Event Committees: The Executive Board shall designate as many committees as necessary to perform the work required. An Executive Board member shall be a member of each committee. Each committee chair may ask the general membership for up to four (4) volunteers to also serve. The chair of each committee shall report on their committee's activities at each general business meeting. The committees shall organize each event, but all members shall be invited to participate in the fund raising activities. Meetings of individual committees shall be at the discretion of the chairperson. Potential event committees may be for the fundraising events.
- 7.03 Education/Training Committees: A main point of the organization's mission is to provide education, operational training, technical information, and resource materials assistance to developing and established response divisions.
- 7.04 Finance Committee: A Finance Committee may be set up by the Executive Board and shall consist of the Treasurer and two (2) non-Executive Board members. The Treasurer or a Finance Committee member shall present financial statements at all business meetings. The Finance Committee shall also conduct and prepare an annual audit for the July business meeting. The Finance Committee and the President will prepare an annual budget for review at the May meeting and adoption at the June meeting.

ARTICLE VIII. WITHDRAW, EXPULSION, TERMINATION & DISSOLUTION

- 8.01 **Withdraw:** Any member may terminate its participation and membership in the organization at any time, provided that the member wishing to terminate shall give written notice to the President specifying the date of the termination. Such notice is to be given a minimum of ninety (90) days prior to the specified termination date. The written notice herein shall be given by personal delivery, registered mail, or certified mail to the office of the President.
- 8.02 Expulsion: Members may be expelled from the organization for cause associated with a vote of two-thirds (2/3) of the active members. Expulsion may be carried out for one or more of the following reasons:

- A. Failure to repay debts owed or make payments to the organization as promised.
- B. Withholding or elimination of fire suppression or emergency medical resources to member agencies to a point where it places an unwarranted burden on one or more members of the organization.

8.03 Termination and Dissolution: Upon the termination and dissolution of the corporation, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the organization, distribute all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or corporation organized and operated exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization or organizations under 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Note: The original is signed, dated, and on file with the MABAS-Wisconsin Secretary, the Wisconsin Division of Financial Institutions, and the United States Internal Revenue Service.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-05 Conflict of Interest Policy

Subject: MABAS-Wisconsin Conflict of Interest Policy

Functional Area: Administration

Category: Policy

Approved: Approved by the Executive Board on September 13, 2007

Revised:

MABAS-Wisconsin, Inc. Conflict of Interest Policy

Article I - Purpose

The purpose of the conflict of interest policy is to protect the interest of MABAS-Wisconsin, Inc. (Organization) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II - Definitions

1. Interested Person

Any director, principle officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a.** An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
- b.** A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessary a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III - Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the person(s) who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the

nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the person(s) who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V- Compensation

The following are the issues of compensation:

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI - Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII - Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are

properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Note: The original is on file with the MABAS-Wisconsin Secretary and with the United States Internal Revenue Service.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-06 Standing Committees – Work Task Grps – Liaison

Subject: Standing Committees – Work Task Groups – Liaison
Assignments
Functional Area: Administration
Category: Policy
Approved: Approved by the Executive Board on March 12, 2008
Revised:

Committee Assignments

- Communications
- Training & Education
- Policies, Procedures, & Guidelines
- Finance & Funding
- Website/Marketing/Social Media

Notes:

These are the committees that were identified at the strategic planning sessions. Some members of the organization have been assigned to chair position and others have offered to help. All members asked to contribute effort to the goals, objectives, and the individual action items necessary to meet our mission and realize our vision.

The bulk of the work and progress realized by this organization is done by these standing committees and work groups. In the coming months, the Training and Education, Finance and Funding, and the Policies, Procedures, and Guideline committees will require many more members than those that are identified here. There are many statewide operational concerns the fire service in Wisconsin need to have dialogue on. Find your niche and volunteer your services to make the fire service better.

Reimbursement:

Authorized travel and meal expenses will be authorized by the Executive Board and approved for reimbursement as necessary. Authorized travel and with meal reimbursement may include division training. Expenses submitted by Executive Board members will authorized by the President and approved by the Executive Board.

Claims for meals shall represent actual, reasonable and necessary expenses. Payment/Reimbursement for alcoholic beverages is not allowed. Tax and tips (limited to 15%) are included in the maximum allowable amount. When a member is entitled to two or more consecutive meals in a day, he/she may exceed the allowable maximum per meal provided the total amount does not exceed the total maximum allowed per day. Savings do not accrue and cannot be applied to expenses claimed another day.

MEALS:

Breakfast \$ 8.00

Lunch \$ 10.00

Dinner \$ 20.00

Mileage Reimbursement

The maximum mileage reimbursement rate for a privately owned motor vehicle conducting authorized official MABAS Wisconsin Business is 57.5 cents per mile effective **Jan. 1 to Dec. 31, 2015**. Hereinafter the mileage rate shall be adjusted to the official Wisconsin mileage rate as set forth in the Wisconsin Accounting and Procedures manual.

Hotel and Motel reimbursement for authorized official MABAS Wisconsin is \$82 or hereinafter the authorized Wisconsin reimbursement rate for motel expenses.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-07 Regional Coordinator

Subject: MABAS-Wisconsin Regional Coordinator

Functional Area: Administration

Category: Policy

Approved: Approved by the Executive Board on October 9, 2008

Revised:

Purpose:

The Regional Coordinator position serves as a liaison to the member divisions and a coordinating agent for the Mutual Aid Box Alarm System in Wisconsin (MABAS-WI) and the Wisconsin Fire Service Emergency Response Plan (WFSERP). The Regional Coordinator assists the Wisconsin Emergency Management (WEM) Fire Services Coordinator and the WEM Regional Director for emergencies and disasters requiring the resources of MABAS-WI.

Authority for the Position:

The authority for the position of Regional Coordinator is derived from the Wisconsin Administrative Code, WEM 8. The specific section is Chapter WEM 8, Standards and Procedures for the Mutual Aid Box Alarm System, WEM 8.07:

WEM 8.07 Coordinators. Each MABAS division shall have one division coordinator available at all times. Each MABAS region shall designate one division in its region to act as the regional coordinator. Each WEM region shall designate one MABAS division as a WEM regional coordinator.

Reporting Requirements:

The Regional Coordinator reports to the MABAS-WI Vice President for administrative functions and to the MABAS-WI Response Coordinator for emergency response operations.

Qualifications/Selection:

- A. The individual(s) holding the position of Regional Coordinator or designee shall possess the following minimum qualifications:
1. NIMS IS 100, 200, 700, and 800(A)
 2. NIMS ICS 300 and 400
 3. Minimum of five (5) years of command level fire service experience
 4. Accept the Position Responsibilities for the Regional Coordinator position (in this policy)
- B. For regions having a MABAS-Wisconsin recognized division(s), the division representatives within the region shall designate one division as the Regional Coordinator within the region. The selection shall be determined by majority vote of

the division representatives (one vote for one division). All individual(s) acting in the Regional Coordinator position shall meet the minimum qualifications that are set by the Board of Directors.

- C. For regions not having MABAS-Wisconsin recognized division(s), the President of MABAS-Wisconsin shall appoint Regional Coordinator and designees. The appointment process will be based on an application, meeting the minimum qualifications set by the Board of Directors.

Position Responsibilities:

A. Administrative Actions

1. Position will come from the Division designated by the MABAS-WI/WEM Region and approved annually by the Board of MABAS-WI. For regions without an organized division, the President of MABAS-WI shall recommend a Regional Coordinator with the approval by the Board.
2. Participates in the maintenance of the WFSERP document.
3. Identifies and trains at least one (1) alternate for the Region (preferably another Division Representative).
4. Serves as member of the MABAS-WI IMAP Committee.
5. Maintains current resource list of equipment, personnel, etc., within the MABAS-WI/WEM Region that are available for response upon WFSERP activation. Updates resource list at least semi-annually and provides the list to MABAS-WI Secretary, the Central Dispatch Center, and WEM Fire Services Coordinator.
6. Acts as liaison and resource for the county fire chiefs' associations in the MABAS-WI/WEM Regions.
7. As stated in WEM 8.07 (above), one division will be designated as the Regional Coordinator. Each Regional Coordinator shall identify an alternate(s) for the purpose of coverage. The alternate(s), to the best possible availability, shall be from geographically separated areas within the region. Currently, MABAS-WI has six response regions corresponding to the six WEM regions in the state. The six regions are:
 - Northwest Region
 - Northeast Region
 - West Central Region
 - East Central Region
 - Southwest Region
 - Southeast Region

B. Emergency Response Actions

1. During WFSERP activation, serves as a point of contact for the MABAS-WI division representatives, WEM, and the MABAS-WI Response Coordinator.
2. During WFSERP activation, the closest Regional Coordinator is assigned or assigns liaison for coordination of resources under the WFSERP to incident command in the disaster area.

3. During WFSERP activation, will bring assigned equipment and personal supplies necessary for deployment, i.e. communications equipment, credentialing equipment, and personal supplies to be self-sustained for seventy-two (72) hours.
4. During WFSERP activation, the next available Regional Coordinator (or region alternate) to the stricken unit is assigned to the Reception Area to process arriving resources, verify the Authentication Matrix, and release resources to the incident staging area(s).
5. During WFSERP activation, the Regional Coordinator assigned to the Reception Area will ensure proper demobilization of resources being released from the Reception Area and the incident.
6. During WFSERP activation, Regional Coordinators or alternates will be assigned to incident command and the Reception Area, and will communicate with the WEM Fire Services Coordinator and Response Coordinator of MABAS-WI.
7. During WFSERP activation, Regional Coordinators or alternates will be assigned to the Advance Team (A-Team) for deployment of MABAS-WI resources activated under the Plan to cooperate with incident/unified command to establish and coordinate the Reception Area facility.

Response Procedures:

A. Reception Area Facility

The Reception Area is a location separate from staging areas where resources report in for in-processing and out-processing. The Reception Area provides accountability, security, situational awareness briefings, distribution of Incident Action Plans, briefings, and supplies for requested resources. No resources will be allowed into the Reception Area without the proper Authentication Matrix. The Reception Area may be co-located with other incident facilities, i.e. the base camp. Resources will be sent to incident staging area(s) or directly to operational areas from the Reception Area.

B. Authentication Matrix – Credentialing Procedures:

1. During some deployments it may be necessary to ensure various forms of communication as valid. MABAS-WI utilizes an Authentication Matrix procedure for this purpose. The mission orders of the Authentication Matrix will be issued to task force or strike team leader by the Central Dispatch Center prior to departure or WEM – Fire Services Coordinator will provide the orders at the deployment mustering point of departure. The Regional Coordinator will authenticate mission orders, personnel assigned, personal identification and qualifications, and assignments from incident/unified command.
2. The Authentication Matrix will be utilized by personnel at the Reception Area to validate the resource request. Any resource not able to supply the proper validation information, will be handled by force protection/security at the Reception Area.
3. The Regional Coordinator will utilize an Emergency Action Check list found in Attachment A. This attachment is also found in the Wisconsin Fire Service Emergency Response Plan, Appendix G, Key Position Checklists..

Attachment A: Wisconsin Fire Service Emergency Response Plan: Key Position Checklists

MABAS-WI REGIONAL COORDINATOR

Position Responsibility: Maintenance and coordination of the Plan at the regional level.

Actions:

- _____ Appointed annually by the President of MABAS-WI.
- _____ Serves as a point of contact for the MABAS-WI division representatives, WEM, and the MABAS-WI Response Coordinator.
- _____ Identifies and trains at least one (1) alternate for the Region (preferably a Division Representative).
- _____ During activation, the closest Regional Coordinator is assigned or assigns liaison for coordination of resources under the Plan to incident command in the disaster area.
- _____ During activation, the next available Regional Coordinator to the stricken unit is assigned to the Reception Area to process arriving resources, verify the Authentication Matrix, and release resources to the incident staging area.
- _____ During activation, the Regional Coordinator assigned to the Reception Area will ensure proper demobilization of resources being released from the Reception Area and the incident.
- _____ Serves as member of the MABAS-WI IMAP Committee.
- _____ Acts as liaison and resource for the County Fire Chiefs' Associations in the area.
- _____ Maintains current resource list of equipment, personnel, etc., within the region that are available for response upon Plan activation. Updates resource list at least semi-annually and provides the list to MABAS-WI Secretary, the Central Dispatch Center, and WEM Fire Services Coordinator.
- _____ During Plan activation, Regional Coordinators or designees is assigned to incident command and the Reception Area, and will communicate with the WEM Fire Services Coordinator and the President of MABAS-WI.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-08 Voluntary Guidelines – Intra, Inter Div, Regional

Subject: Voluntary Guidelines for Effective Operations

Functional Area: Operations

Category: Guidelines

Approved: MABAS Executive Board on August 2, 2015

Revised:

Purpose

To encourage all Mutual Aid Box Alarm System (MABAS) Wisconsin members to comply with current policy and procedures and meet minimum performance guidelines to increase effectiveness and efficiencies when responding to fires, accidents, illnesses and other natural or manmade emergencies.

Definitions

Intra-Divisional Event – Response utilizes assets from within the division.

Inter-Divisional Event – Response utilizes assets from within the division and those from other divisions.

Regional Event – Response utilizes assets from within the division, those from other divisions and strike teams and task forces.

Responsibility

This policy applies to all MABAS–Wisconsin Divisions. It is encouraged that all Divisions within the State of Wisconsin adopt the procedures set forth herein.

Accountability

Accountability

Effective fireground command and control requires uniform communications and resources. Standardized, scalable systems and processes for intra-divisional, inter-divisional and regional responses will enhance safety and reduce the consequences during emergency operations. It is the responsibility of every Division President and Regional Coordinator to work towards standardized systems and processes within their respective divisions. It is the responsibility of MABAS Wisconsin to provide guidelines and direction so that Divisions may operate safely, effectively and efficiently.

Reporting Requirement

Reports shall be submitted annually.

Background

MABAS Wisconsin was formally recognized in 2006. The first division acquired status in 1987 as part of MABAS Illinois. MABAS Wisconsin has continued to recognize development of the system and has added a number of divisions. Each division has achieved different levels of operational effectiveness based on the status of established policies and protocols.

Guideline

Divisions should submit the completed “Division Guidelines Worksheet” to the MABAS Secretary no later than February 1st of each calendar year. Division Presidents or their designee are responsible to complete the guideline matrix as an assessment tool of current capabilities. When assessing to determine fulfillment of guidelines, consider the scoring matrix.

SCORING: Red indicates that the task or behavior is 0 to 50% complete. Yellow indicates 51% to 90% complete and Green indicates 91% to 100% complete.

Conclusion

The continued efficiency of operations enjoyed by MABAS Wisconsin is dependent upon consistent, stable and safe emergency incident operations across the State of Wisconsin. The guidelines established will assist each division with an opportunity for self-analysis and introspection in the pursuit of excellence.



MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-09 Corporate Donations

Subject: Corporate Donations

Functional Area: Administration

Category: Policy

Approved: MABAS Executive Board on June 6, 2013

Revised:

Purpose:

The purpose of this policy is to provide guidance to the MABAS-Wisconsin Executive Board regarding the acceptance of corporate donations. This policy addresses under what circumstances, MABAS Wisconsin will accept corporate donations and what benefits the corporate sponsors will receive.

Background:

In fulfillment of the mission, MABAS Wisconsin accepts corporate gifts in the amount of \$5000 for corporate sponsorships.

Guidance:

MABAS Wisconsin recognizes the potential conflict between receiving donations from certain types of corporations and fulfilling our mission. Therefore, the following policy is in place to guide our corporate sponsorship practices.

MABAS Wisconsin will not accept contributions / sponsorships from corporations/industries and their respective corporate foundations whose core activities may be in direct conflict with the mission of the organization or which in any way limit our ability to provide our services.

Use of Legal Counsel—MABAS Wisconsin will seek the advice of legal counsel in matters relating to acceptance corporate of gifts when appropriate or appear to be in conflict.

Corporate Benefits:

- Web site advertisement of your logo on home page (one year)
- State Conference Exhibit Booth, (With Preferred placement)
- Special signage & Recognition at State Conference
- Opportunity for presentation at State Conference
- Bi-yearly meeting with Executive Board
- Work with Executive Board for customer feedback
- References in press releases as appropriate

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-10 Annual Box Card Submission

Subject: Annual Box Card Revisions
Functional Area: Administration
Category: Policy
Approved: MABAS Executive Board on
Revised:

Purpose:

The purpose of this policy is to provide guidance to individual Wisconsin MABAS Divisions regarding the annual maintenance and continued improvement of Division box cards. MABAS Wisconsin will provide a common location for Divisions to annually place updated cards for general access. Additionally, this process will provide a means to control periodic Box Card updates and changes throughout a given year.

Background:

As Divisions experience various types of Box Alarms throughout their Division, these individuals Divisions begin to learn of deficiencies in their existing box cards. Fortunately, these experiences can be the factor that allows a Fire Department to see where their Box Cards can be improved. MABAS Wisconsin has developed this policy to compel all Divisions to take an annual look at their box cards and find ways to improve box cards Division-wide each year.

Responsibility:

This policy shall apply to all MABAS Wisconsin Divisions and member agencies.

Annual Revision Process:

Division Leaders shall conduct a meeting midyear with all Fire Departments within their Division to begin the planning process for the upcoming year. A late summer or fall meeting may seem early but has proven to be necessary to start this process successfully.

- 1) September: Division Box Card Policy Review
- 2) October: Local Departments review and improve cards
- 3) November 1st: Departments send out cards for 30 day review
- 4) December 1st: Departments send final draft to Division Card Coordinator
- 5) December 15th: Div. Card Coordinator sends completed PDF to PSAP's & Website
- 6) January 1st: New cards become active 0000 hrs. January 1st.

Annual Posting of Division Box Card PDF:

Division Box Cards shall be on the MABAS Wisconsin website using a secure log in. Any Division President or Regional Coordinator can upload box cards which need to be in Adobe PDF format. The required method for uploading box cards would be to

collect all box cards from within a division and upload them as a single file. Box cards uploaded to the MABAS WI server are only available to PSAPS, MABAS WI Officers, Regional Coordinators, and Division Presidents using a secure User ID and password.

For Division Presidents to upload box cards to the MABAS WI server contact your Regional Coordinator for your User ID and Password. Go to the MABAS WI website and under DBMS (Database Management System) select Box Cards. Enter your User ID and Password. Select “ADD NEW” from the top left side of the form. Enter required information and then browse to the box card file on your local hard disk drive. Select that file and click upload. After the file is uploaded you will be returned to the main box card page – verify that your file uploaded and you are done. Regional Coordinators can upload box cards as well using their secure login.

When naming box card Adobe PDF files please use the following format for clarity:

YYYY-101-BoxCards.pdf where YYYY is the year, 101 is the division.

Example: 2016-106-BoxCards.pdf

Any questions contact your regional coordinator or Website Manager Steve Hansen

Card Improvement Suggestions:

Often the difference between a successful Box Alarm and an unsuccessful event will be the quality and completeness of the Box Card used. There are many factors that affect card performance. The Division Leaders must continually evaluate any Box Alarms within their Division in effort to identify problems that can be avoided by improving individual cards. A few examples are listed below:

- 1) Follow the 80/20 Rule
 - a. Multiple resource requests from one Department is not recommended
 - b. Anticipate and avoid “turn-downs” by asking for too much at one level
- 2) Cards should always be filled out completely to the 5th Level
- 3) Each box level shall be balanced and complete.
 - a. Avoid only two or three resources on one level
 - b. Strive to get a “Complete team” at every level
 - c. Look for uniformity in each level
 - d. Request similar number of Engines, Ambulances, etc. on each level
- 4) Listing of Interdivisional requests shall always be filled out on each card
- 5) Establish Division resource type minimums for specific card types
 - a. Example: 3-Chiefs for all Life Safely cards
 - b. Example: 2-Chiefs for all Structure Fire cards
 - c. Example: 3-Tenders at each level

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-02-01 Application for Division Status

Subject: Application for Division Status

Functional Area: Administration

Category: Policy

Approved: MABAS Executive Board on February 14, 2008

Revised:

Purpose:

The purpose of this policy is to provide guidance to the MABAS-Wisconsin Executive Board and prospective MABAS-Wisconsin Divisions on what is required to be identified as a bona fide MABAS-Wisconsin Division. This policy addresses the steps necessary to receive a Division Identifier Number.

Responsibility:

This Policy applies to all new MABAS-Wisconsin Divisions.

Accountability:

Enforcement of this specific policy rests with the Secretary of MABAS-Wisconsin.

Reporting Requirement:

There is no routine reporting requirement for this policy; however developing Divisions will provide monthly progress reports.

Background:

The prospective division shall submit to the MABAS-Wisconsin Secretary the following documents:

- 1) **LETTER OF INTENT:** A letter of intent requesting recognition as a MABAS-Wisconsin Division and which includes description of the geographic areas to be included within their division.
- 2) **MEMBERSHIP:** A list identifying a minimum of four departments that will form the proposed Division, each of which shall have their resolutions and contracts approved and signed by their respective elected officials.
- 3) **DISPATCH CENTERS:** A letter identifying the Division's primary and backup dispatch centers, the contact person, telephone number and email address of each dispatch center.
- 4) **MEMBER DEPARTMENT CONTACT INFORMATION:** A list identifying each member department, address, mailing address (if different), contact person, telephone number, fax number and email address.

- 5) **WRITTEN PLAN:** A written plan detailing the steps that will be taken by the proposed Division to reach their ultimate goal of achieving official status and going “on-line” and identifying the tentative deadline (date) for going “on-line”.
- 6) **DIVISION OFFICERS:** A list of the Division officers, their title/position, department name, address, mailing address (if different), telephone number, fax number, and email address.

Policy:

Approved by the MABAS-Wisconsin Board on February 14, 2008.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-02-01.01 Application for Div. Status Imp. Plan

Subject: Application for Division Status – Implementation Plan

Functional Area: Administration

Category: Guideline

Approved: Approved by the Executive Board on May 14, 2009

Revised:

Purpose:

The purpose of this guideline is to provide information to the MABAS-Wisconsin Executive Board and to assist perspective MABAS-Wisconsin division with the development of the Implementation Plan for the Application for Division Status. This guideline includes the key considerations and necessary components of an Implementation Plan submitted with the Application. The points identified in this guideline are considered to be a checklist of future needs and identification of gaps for the perspective division before going “on line”.

Guideline:

1. Organization Component
 - A. Authority – Under whose authority is the division organized (Chiefs Association, Emergency Management, or a separate organization)?
 - B. Steering Committee – Does your division have a steering committee? Who will lead the committee during the process?
 - C. Sustainment – How will the division be sustained? Has a funding mechanism been identified for training, necessary equipment, and incidental costs.
2. Communication Component
 - A. Dispatch Center – Has the primary dispatch center been identified? What back up dispatch center will be used? Are there procedures in place for the activation of the back up dispatch center?
 - B. Hardware – Are there radio purchases necessary for the dispatch centers and the fire and EMS personnel? Is reprogramming necessary?
3. Personnel/Training Component
 - A. Personnel – Are there enough personnel available to complete necessary tasks?
 - B. Training – When will your division require training? Do you have a training location available?
 - C. Drills – Will your division conduct communication or tabletop drills?
4. Box Card Component
 - A. Card Development – Are your box cards complete? Will your division require assistance with development? When will that process be complete?
 - B. Interdivisional Cards – Will your division provide an interdivisional response? (not required) If yes, has your division identified mustering

points? Logistic support? How will the task force or strike team be contacted?

5. “On Line” Date Component

- A. Target Date – Has the date been clearly identified and understood by all division members? Does your target date take the member agency budget cycle into consideration? MABAS-Wisconsin understands that the date chosen is tentative, and that the schedule may experience slippage.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-02-02 Getting Started Guidelines

Subject: MABAS-Wisconsin Getting Started Guideline

Functional Area: Administrative

Category: Guideline

Approved: MABAS-Wisconsin Executive Board on May 14, 2009

Revised:

Purpose

The purpose is to establish a best practice checklist for developing regions seeking division status.

Responsibility

This guideline was developed for newly forming divisions outlining the challenges that will surface and the process that the members will need to undertake to apply for division status. There is no responsibility to follow this guideline exactly, however has been identified as a best practice by current divisions seeking application to the Mutual Aid Box Alarm System in Wisconsin.

Accountability

Enforcement of this policy rests with the developing division.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

As areas of the State of Wisconsin realize the benefits of becoming part of the Mutual Aid Box Alarm System, the interest will grow into action toward division status. You have already taken the first step by obtaining this “Getting Started Checklist.”

The necessary steps of becoming a division will require effort and leadership, however the end goal of becoming a division providing a greater level of fire, special rescue, and emergency medical services to your community will be realized. The “Getting Started Checklist” was developed from the planning, development, and implementation efforts of current MABAS divisions providing a “best practices” list for newly forming divisions. The “Getting Started Checklist” will make the process more organized and the transition journey a greater success.

Guideline

A. Establish the Interest

Many of the MABAS divisions are generally formed within a single county, however this is not a mandatory requirement. Counties that share a border and each having a reduced population density and geographical area may team together to form a single division; while a county of high population or large geographical area may choose to develop separate divisions. In most instances, a county having at least 4 communities with contiguous borders is the best recipe for forming a division.

Many areas have fire and EMS organizations associations, i.e. a county fire chiefs association, where the interest will start. From that group, we strongly recommend that the organization form a steering committee or workgroup to address the major steps. If the interest exists, the committee will provide the management and support that will be necessary for the process. The steering committee will prove to be a valuable asset for the member agencies, and will directly impact the amount of time the implementation process will take.

B. Contact MABAS-Wisconsin

When the interest changes to action, the official journey begins with contacting MABAS-Wisconsin to inform us of the interest in forming a division. Call or email to let us know about the intent to form a division with the municipalities in your area. We can provide an overview of the process and discuss the resources available, i.e. “Getting Started” presentation, fire and dispatch personnel training, and box card development. Visit MABAS-Wisconsin website www.mabaswisconsin.org, the “Contact Us” link for the MABAS-Wisconsin Executive Board officers. You can also have us place you on the MABAS-Wisconsin email group; you will be provided with periodic information about the most up-to-date information on mutual aid and communications in the State.

C. Communications

Invariably interoperable communications becomes the most discussed and widely misunderstood step in the planning and implementing process, and it creates the most difficulty. Much has been written on interoperability, P25 compliance, narrow-banding, and federal grants creating the confusion. We strongly recommend discussing communications at the very beginning of the process since the purchase of radio equipment may be necessary. If purchases are necessary, budget planning may take a period of time.

All MABAS communications occur on simplex, VHF (150-160 MHz) high band frequencies, so operating currently on the VHF band is a big plus. The communications in MABAS occur on 2 separate, but necessary levels. The first level is dispatching – the primary dispatch radio frequency is IFRN (Interagency Fire Emergency Radio Network). Dispatch communications include alerting of member agencies, communications with resources reporting their responding and in-staging status, and where initial assignments are given by the incident commander; the second level of communication is at the incident operations level (typically on FG Red, FG White, FG Blue, FG Gold, FG Black, and FG Gray simplex frequencies) where all tactical/incident level communications occur. Only

the incident commander communicates on both of these communication levels. There are two communications questions that should be answered very soon in the process:

1. What agencies will provide MABAS dispatching?

Each division will need to have a primary and a back up dispatch center for MABAS dispatching. If there is only one dispatch center for the entire area, then consider the neighboring MABAS division or county dispatch center as the backup – each dispatch center must have adequate radio coverage on IFERN is necessary for the geographical area of the pending division. Providing the funding for adequate radio coverage and obtaining the necessary radio equipment will be the greatest financial challenge in the process. Early determination of these communication needs and budget planning will shorten the implementation process. Contact MABAS-Wisconsin, we may be able to provide assistance in finding funding sources for the dispatching equipment.

2. How are communications in MABAS accomplished?

The planning process for MABAS communications must consider how everyday business is accomplished (on which frequency band) and how agencies will communicate in MABAS (on VHF high band). The minimum communications needs in MABAS are IFERN at the dispatching level and FG Red, FG White, FG Blue, FG Gold, FG Black, and FG Gray simplex frequencies on the fireground level. Visit MABAS-Wisconsin website, the ‘Communications’ link for the State of Wisconsin Mutual Aid Frequency Plan 2006, which provides the complete mutual aid frequency list. These frequencies have been licensed by the State Patrol for public safety agencies for mutual aid mobile and portable interoperability. Public safety agencies need only notify the State Frequency Coordinator, utilizing the “State Frequency Authorization Request” form found in the above document. Dispatch center base stations must be licensed by Federal Communications Commission (FCC) rule. Application for base station can be found on the FCC website at <http://wireless.fcc.gov/uls/index.htm?job=home> .

D. MABAS Adoption by Local Municipality

The MABAS-Wisconsin Agreement is an inter-governmental agreement, which means that only municipalities or units of government sign the Agreement. Most member agencies are required to have an enabling document, i.e. local resolution or ordinance by the local governing body, to allow the chief elected official to sign and the municipal clerk to verify the MABAS Agreement. The State of Wisconsin has adopted MABAS as the official mutual aid plan through Senate Bill 642, signed by Governor James Doyle in April 2006, and has authorized the inclusion of administrative rules (WEM 8) for implementation of the plan. MABAS-Wisconsin has provided sample resolutions to assist in developing the resolution. The sample resolutions can be found on the website, in the “Getting Started” link. The completed resolutions are sent to the MABAS-Wisconsin Secretary/Treasurer. There are two types of resolutions:

1. MABAS Contract-Addendum B 121307 – This is a sample resolution is for municipalities that are provided with coverage by private EMS and fire district companies (organized under Chapter 181 or 213, Stats.). This resolution authorizes the top elected official and the municipal clerk to sign the agreement, allowing the private company(s) to participate in the MABAS through the municipality.

2. MABAS Contract-Addendum C 121307 – This is a sample resolution for municipalities that provide municipal fire and EMS coverage. The resolution authorizes the top elected official and the municipal clerk to sign the MABAS-WI Agreement.

E. MABAS-Wisconsin Agreement

Member agencies are required to have the MABAS-Wisconsin Agreement signed by the chief elected official and clerk of the municipality or unit of government and submitted to MABAS-Wisconsin. The Agreement gives the legal provisions for mutual aid throughout the State and other states in MABAS, and from the entire MABAS system. It further spells out the Administrative Rules of WEM 8; it addresses the necessary liability, Worker’s Compensation, and indemnification language that an inter-governmental agreement must contain.

The Agreement wording and provisions cannot be changed and is only available in an Adobe format, with exception of the signature page. The signature page can be changed to fit the format needs of the local municipality. The completed division Agreement is submitted to the MABAS-Wisconsin Secretary/Treasurer. Visit MABAS-Wisconsin website, in the “Getting Started” section for the Agreement and the signature page. Contact the MABAS-Wisconsin Executive Board for any assistance with the contract.

F. Application for Division Status

When the letter of intent has been sent in, the dispatching and communication needs have been planned, and the resolutions and agreements of the member municipalities have been signed, the Application for Division Status can be sent in for approval. All new divisions are approved by the Board of Directors at a regular business meeting – the Board is comprised of the existing members of MABAS-Wisconsin. The policy for Application for Division Status and the guideline for developing an implementation plan can be found on the website, in the “Policies, Procedures and Guidelines” link. For assistance with the application, contact a member of the Executive Board.

G. General Operating Procedures

The Mutual Aid Box Alarm System is premised on a “standardized” system in all areas. To accomplish the standardized system, MABAS-Wisconsin has developed a ***Policies, Procedures, and Guidelines Manual***. These procedures have been

adopted by MABAS-Wisconsin and are a starting point for the division to address response in the local area as it relates to a MABAS response.

The MABAS-Wisconsin system allows for minor changes in the Procedures when operating internally to the division, although when deploying inter-divisionally, the Procedures must be followed. For example, division members have agreed to staffing levels for engine and truck response of two personnel is acceptable; however, if there is an interdivisional response, the staffing levels of engines and trucks are four. Much of this document is “boiler plate” operational procedures in the MABAS system in the State and some of the procedures will not pertain to every division.

MABAS-Wisconsin has other policies, procedures, and guidelines, available on the website, that provide standardization of the system administration and organization, special operational needs, and mission support structures. All official documents of MABAS-Wisconsin are approved by the Board of Directors, which are comprised of the representatives of each division. Any changes in the General Operating Procedures by the division must be submitted to the MABAS-Wisconsin Secretary/Treasurer and are approved by MABAS-Wisconsin Board of Directors at a regular business meeting.

H. Box Card Development

Each division member will need to develop box cards; the box cards identify the required MABAS resources that are necessary for a given emergency event in a given response area. There are numerous box card types, however individual members must evaluate their response area risks and identify the box cards that address that risk. Visit MABAS-Wisconsin website “Getting Started” link for the ***Box Card Design*** guideline. Contact MABAS-Wisconsin Executive Board for questions and assistance with box card development.

At the point where divisions begin to develop their box cards in where the divisions begin to see the value of MABAS. Having box card meetings gives local emergency responders a chance to inventory what is available in their area, and address the response risk; it can also be a networking session to discuss common challenges. Mutual aid was based on neighbor helping neighbor and these meetings will bridge the reluctance to ask for help without exhausting the resources of your close neighbor only.

The complete and latest version of the division box cards will be entered in Wisconsin Emergency Management (WEM) website, E-sponder, at <http://www.wiesponder.com/> . The website is emergency management tool for local, county and state emergency operations centers. The box cards can be accessed by secure logon and found in the Special Projects link divided by MABAS-Wisconsin/WEM region and division. Within each division folder is the individual municipalities and their box cards. The website is password protected and an application process is necessary for access to E-sponder – visit the website for registration information.

I. Training

Your fire, special rescue, and emergency medical resources, and your dispatching personnel will require training on MABAS policies and procedures. The steering committee will be the key to the success of MABAS implementation and therefore it is strongly suggested to have at least one training officer be part of the steering committee. MABAS-Wisconsin can provide training to your division or assist your training officer in the process. Visit MABAS-Wisconsin website, the “Training and Education” link for training materials that are available. Also contact MABAS-Wisconsin Executive Board to set up a training session in your area.

J. Set “Go Live” Date

Many fire departments are able to complete their box cards early in the process and begin calling each other by phone for assistance using the alarm levels established. Depending on the number and complexity of the issues encountered, there will be a point that the new division members will decide to go live. It is a good idea to have the steering committee/workgroup monitor the start up time and provide feedback to the county/regional association. Based on past experiences, it will be a very exciting time becoming a functioning member of the largest mutual aid system in the country.

K. Application Submittal

The policy addressing the submittal to apply for division status is found in the *Policies, Procedures, and Guidelines Manual* and called the “Application for Division Status.” The basic components of the submittal are:

- Letter of Intent
- Membership – including signed resolutions and agreements
- Dispatch Center
- Contact Information
- Implementation Plan
- Division Officers

Refer to the policy for component specifics.

Conclusion

The guideline will provide the prospective division a good understanding of the process of becoming a division in the MABAS-Wisconsin.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-03-01 Social Media Policy

Subject: MABAS-Wisconsin Social Media Policy

Functional Area: Administration

Category: Policy

Approved: Approved by the Executive Board on 12-10-15

Revised:

MABAS-Wisconsin, Inc. Social Media Policy

Article I - Purpose

The purpose of this policy is to provide clear understanding to all member agencies regarding the capture of (including distribution via email, social media or other means) photos, videos and or audio recordings of any event your agency responds to under a MABAS activation.

Article II – Responsibility

It is the responsibility of the fire chief or his/her designee of each member MABAS agency to ensure ALL personnel who may respond to a MABAS activation fully understand the policy herein. The member agency shall be accountable for the actions taken by his/her personnel in regards to transmission and dissemination of scene sensitive information during MABAS deployments. Responding personnel are expected to follow this document and their own department policies regarding social media.

Article III - Definitions:

Incident Commander (IC): Person in-charge of incident and is identifiable as the IC. **Public Information Officer (PIO):** The person assigned by the IC to handle all aspects of media relations. The person assigned to this position will answer directly to the IC. The PIO should have training and experience commensurable with desired outcomes.

Electronic Recording Device: Any device capable of making or transmitting still or moving photographs, audio recordings, video recordings or images of any kind, or creating, transmitting, or receiving text or data, and any device capable of capturing or recording sound, including, without limitation, film cameras, digital cameras, video cameras, cameras of any kind, cellular telephones, tape recorders, digital voice recorders, any other type of audio recorders, laptops, personal digital assistants, or other similar technological devices with the ability to make or transmit such video recordings, audio recordings, images, text, or data.

Scene Sensitive: Any active scene pictures / media that depict tactical operations which may cause concern with disclosed information or involving discretionary authority over important policy matters.

Article IV - Procedures:

1. The Incident Commander(IC) has the sole responsibility to name a Public Information Officer (PIO) for MABAS events.
2. When a PIO has been assigned by the IC, he/she will act as the official spokesperson and will provide linkage between the IC and the media. The IC may still elect to address the media as time permits and will do so by coordination with the PIO.
3. It is the PIO's responsibility to meet and confer with the IC or his/her designee prior to issuing any press releases, statements, photographs and video clips to the media, or to anyone outside the IC's command.
4. If the PIO is from a jurisdiction outside the stricken community, the PIO SHALL NOT utilize his/her department's social media site to push out official information from the scene.
5. The PIO SHALL NOT transmit any information pertaining to the event on his/her personal social media account without consent of the stricken agency's fire chief.
6. No member agency which responds to on a MABAS box alarm is permitted to use an electronic recording device, camera, or cellphone to capture any SCENE SENSITIVE images, unless otherwise approved by the authority having jurisdiction.
7. Recording and sharing of non-scene sensitive images is permissible as long as they are within the member's local department media policies.
8. Members are prohibited from disseminating or transmitting in any fashion photographs or images of individuals receiving emergency medical assistance. Any such transmission may violate States Laws and/or the HIPAA privacy rights of such individuals and may result in a criminal and/or civil proceeding being commenced against members violating this provision of the policy.

OPERATIONS SECTION

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: B-01-01 Dispatch and Alarm Procedures

Subject:	Dispatch and Alarm Procedures
Functional Area:	Operations
Category:	Procedures
Approved:	Approved by the Executive Board on September 4, 2006
Revised/Approved:	Nov. 10, 2011

Purpose:

To clarify the general procedures to receive, transmit, and strike out a MABAS Box Alarm by a dispatcher.

Responsibility:

This policy applies to all MABAS-Wisconsin Divisions and member agencies.

Accountability:

Enforcement of this policy rests with each regional dispatch center and MABAS Division.

Reporting Requirement:

There is no routine reporting requirement for this policy.

Background:

It is imperative that MABAS Dispatchers and agencies know what information will be needed to transmit a MABAS Box Alarm accurately. It is also imperative for MABAS Dispatchers and member agencies to understand what happens when an agency cannot fulfill their assignment on a MABAS Card and that authority that a MABAS Dispatcher has when an agency sends the wrong equipment to a MABAS Alarm. This policy also explains the proper use of IFERN and IFERN2 and that only the originating MABAS Division tones out on IFERN for the incident.

Procedures:

- 1. ALARM PROCEDURES:** In an effort to simplify dispatching and maintain organization, Incident Commanders (ICs) are strongly encouraged to utilize the MABAS Box Alarm Card System to request additional resources instead of *“piece-mealing”* resources to an incident. A request for a MABAS Box Alarm activation by an IC can be made either directly to the appropriate MABAS Dispatch Center, or through the local dispatch center of the stricken community and can be made either via telephone, or radio (on IFERN or IFERN 800), with the telephone being the preferred medium. The stricken community must provide

the following information to the Dispatch Center when requesting the MABAS Box Alarm activation:

- 1.1 The name of the requesting Agency
- 1.2 The type of Alarm being requested (Life Safety – Tender, etc.) and Box Alarm Card number
- 1.3 Level of the Alarm requested
- 1.4 Nature of the incident, address and the name of the building (hospital-school-factory-etc.)
- 1.5 Staging Location

**** *A fill-in worksheet has been included in the appendices of this document for use by dispatchers.***

All responding department vehicles shall inform the requesting MABAS Division Dispatch Center on the IFERN frequency that they are responding and should stay on IFERN for the duration of the Box Alarm assignment unless directed otherwise by the MABAS Dispatch Center, or Incident Commander. The normal radio message for a responding unit should include: “MABAS Division XXX, Agency Name, Type of Apparatus, Vehicle Number (optional), responding to the MABAS Box (XXX and Name of Stricken Community), (Address and/or name of the Emergency, or Staging Area).

EXAMPLE: “MABAS Division 102 from Franklin Engine (212)...we are responding to South Shore Fire Department MABAS Box Number 100-11, to Red Lobster at 6200 Durand Avenue in Mt. Pleasant.

2.2 DISPATCH PROCEDURES:

- 2.1 Check the Box Card and start the MABAS Alarm Log
- 2.2 To dispatch a Box Alarm, the following must be done:
 - 2.2.1 Switch to the IFERN frequency
 - 2.2.2 Activate the tone encoder twice in succession
 - 2.2.3 After all tones have cleared, announce:

“This is MABAS Division (XXX) to all locals, (Stricken Agency) is requesting (Box Number) at (Location) to the (Level of Alarm), (Type of Emergency), all department vehicles due to respond, switch to and acknowledge on IFERN.” Divisions shall announce which department vehicles are due to respond.

EXAMPLE: “This is MABAS Division 102 to all locals. The South Shore Fire Department is requesting Box Number 100-11, to the Box Alarm Level for a Structure Fire at 3900 Old Green Bay Road in Mt. Pleasant. All department vehicles due to respond, switch to and acknowledge on the IFERN frequency. The following department vehicles are due to respond,”

- 2.2.4 Department vehicles that are due to respond and have not responded to the Box Alarm within five (5) minutes must be notified by radio, or telephone.
 - 2.2.5 If a department that is due to respond on an Alarm cannot supply properly staffed apparatus because of an existing situation (i.e., present fire of their own, apparatus out of service, or lack of personnel), **THEY MUST** notify the requesting Division Dispatcher immediately so that the fill-in apparatus can be assigned from another department. (Usually this is done from the next level of alarm)
 - 2.2.6 If a department sends the wrong equipment, it is up to the MABAS Division Dispatcher to return the equipment and advise them of the equipment that they were due to respond with on the Box Alarm. This is important when agencies begin sending apparatus at will when they hear a Box Alarm dispatched (*self-dispatching, which is not allowed*).
 - 2.2.7 When a Box Alarm is called, all local apparatus on the scene will change to the IFERN frequency, unless directed differently by the Incident Commander.
 - 2.2.8 Each request for additional Alarms will require the repeating of the alerting sequence and revising only the level of the Alarm. If a fill-in was used on a previous Alarm, a dispatcher will have to provide a fill-in on each subsequent Alarm.
 - 2.2.9 The MABAS Dispatcher will contact the Incident Commander initially at 10, 20, and 30 minutes after the first arriving fire unit, and then every 30 minutes thereafter advising them of the amount of time into the Alarm and request a progress report on the incident. The initial times are dependent on local dispatch protocols.
 - 2.2.10 If a second fire or emergency in the same area should require a Box Alarm during the original Box Alarm, it may be to the advantage of the dispatcher to use the remaining equipment from the next level of Alarm from the Box Alarm in progress.
 - 2.2.11 Personnel are to respond with Department apparatus and not in their private vehicles.
 - 2.2.12 On a Change of Quarters, the assigned vehicle must physically change to the designated station.
- 2.3 When a Box Alarm is **“Struck Out”**, the following information is needed:
- 2.3.1 The identity of the authority **“Striking Out the Box”**
 - 2.3.2 The location, or number of the Box Alarm
 - 2.3.3 Any additional information that the IC wants to pass along
- 2.4 Dispatching procedures for **“Striking Out”** a Box Alarm are:
- 2.4.1 The MABAS tones should be activated two (2) times on IFERN, then announce the following:

Example: “This is MABAS Division (Number) to all locals: (Name of the Agency with Box Alarm), has struck out Box Alarm (Number) by the authority of the (person in charge).”

- 2.4.2 The dispatcher shall continue to control the IFERN frequency until all companies at the scene and in the Change of Quarters are returning.
- 2.4.3 The order in which equipment is returned is at the discretion of the IC of the Box Alarm.
- 2.4.4 Responding companies should continue to the scene unless directed otherwise by the IC or the MABAS dispatcher.

BOX ALARM REQUEST WORKSHEET

Information to Obtain:

Requesting Agency _____

Box Alarm Number _____

Box Alarm Level _____

(MABAS Box Alarm, 2nd, 3rd, 4th 5th, etc.)

Type of Incident _____

(Structure Fire, Hazardous Materials Spill, etc.)

Location _____

(Address/Business Name, Intersection, etc.)

Staging Area _____

(Location)

Dispatch Procedures:

Activate the MABAS tones on IFERN twice and repeat the following message once:

“This is MABAS Division XXX to all locals. The _____ Agency

is requesting MABAS Box Number _____ to the _____ Level, for a
(Box, 2nd, 3rd, etc.)

(Incident Type: Structure Fire, Mass Casualty, etc.)

at _____.

(Location)

The following departments are due to respond:

(Read the list of departments/Equipment/Personnel and Destinations from the Box Card)

Staging will be at _____,

(Staging Area Location)

All responding units switch to and acknowledge on IFERN”.

NOTE: All responding units must be identified by City, Unit Type, Unit Number (optional)

Example: “MABAS Division XXX from Franklin Engine 212, responding to Cudahy Box 14-1, 3600 East Squire Avenue.”

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: B-01-02 Passport Accountability System

Subject: Passport Accountability System
Functional Area: Operations
Category: Policy
Approved: Approved by the Executive Board on September 4, 2006
Revised:

Purpose

It shall be the policy of MABAS to account for the location and safety of all personnel within an EMERGENCY INCIDENT PERIMETER at an emergency incident. Participation by members of any Fire Department in emergency incident mitigation without entering the PASSPORT SYSTEM is unauthorized.

REFERENCES

109.2.1 N.F.P.A. 1500 6-1.6
109.2.2 N.F.P.A. 1561

Responsibility

Commanders at an emergency incident shall use the Passport System to account for those Commanders, Companies, and Teams within their direct span of control, as outlined in this procedure.

Commanders, Team Leaders, and Firefighters shall maintain an awareness of each other's physical condition and shall use the command structure to request help, relief, and reassignment of fatigued or injured crews or members.

Company Officers, Team Leaders, and individual Firefighters are accountable for the safety of themselves and other members of their team. Team members shall maintain a constant awareness of the position and function of all members working with them.

A. Team members must always be in contact with each other through one of the following methods:

1. VOICE (not by radio)
2. VISUAL
3. TOUCH

Exception: Radio or phone contact is permissible for apparatus operators, chief officers and commanders, lobby control teams, etc. where the location of such personnel is constant and is known by the remainder of the team or response.

B. If a team member is in trouble, the other member (s) of the team shall take appropriate steps to:

1. PROVIDE DIRECT HELP
2. CALL FOR HELP
3. GO GET HELP

- C. Members will stay together as Teams when in the emergency incident perimeter, and as otherwise directed by the Incident Commander, until the incident termination.

Maintenance of Shields and Passports:

- A. Company Officers and /or Team Leaders shall be responsible to supervise the maintenance and proper placement of Helmet Shields and Passports during the entire shift duty and at emergency incidents.
- B. At the beginning of each shift or work day, for all personnel changes during a shift, or when reporting directly to the station or incident, ALL MEMBERS ARE RESPONSIBLE TO MAINTAIN:
 - 1. The correct Helmet Shield on their helmet.
 - 2. Their Name Tags on the correct Primary and Backup Passports.
 - 3. Where staffing allows for two Teams, Company Officers could pre-assign the members of the Teams and the Team Leader of "Team B". Each Team must be equipped with a portable radio.
 - 4. Company Officers are responsible for members under their direct control. When a team is split away from the Company Officer to a different Commander, that Commander and Team Leader are accountable for that Team.
 - 5. Individuals assigned to administrative functions such as Training, Fire Prevention, etc., must have a Helmet Shield for that division. Materials and supplies for the ongoing support of the Passport System (spare tags, Velcro, etc.) shall be maintained by (specify who in your department is responsible).

Definitions

FIREFIGHTER ACCOUNTABILITY: The system a department uses to ensure that fire ground commanders know the location of each team and each team leader knows the location of other team members on the fire ground. (It is recommended by NFPA 1500).

HELMET SHIELD: (OPTIONAL) A Velcro backed plastic shield that indicates the number or symbol of a team of Firefighters. Placing helmet shields on the helmet assures fire ground commanders that Firefighters at the incident are properly checked in, are teamed up, and can be accounted for in the event of a disaster. Using helmet shields: Each company and unit that responds should be assigned helmet shields for each on-duty position or each position that can be activated by response from home. *The purpose of the helmet shield is to identify a team, thus, no two teams should have the same helmet shield number.*

NAME TAG: A 3/8" x 2" White, Velcro-backed plastic tag with a member's first initial (OPTIONAL), rank (Optional), last name, four letter MABAS Fire Department name designator.

PASSPORT: 2" X 4" boards made of Velcro and plastic used to identify and account for members and teams. Members affix Name Tags to Passports.

- A. Primary Passports: WHITE, flexible Passport preprinted with company I.D. numbers kept on a portable radio, radio holster, or other specified location. It is used to document the movement of a team within an emergency incident perimeter.
- B. Back-up Passport: RED, flexible Passport preprinted with company I.D. numbers, kept on the door or dashboard of the apparatus, or other specified location, Officer's side. It is left as an emergency back-up or automatic replacement if the primary passport is lost. It can also be used as a second method of identifying a crew if a crew is lost before they have transferred their passport to a fire ground commander. This is an essential back-up for the accountability system in service.
- C. Reserve Passport: GREEN, flexible Passport preprinted with company I. D. numbers, kept in the station for multiple alarm shift changes and temporary replacement for lost primary and back-up Passports
- D. Blank Passport: A GREEN, flexible Passport that is blank on the top. It is maintained in the make-up kits. Commanders can use a marker or a grease pen to customize a Blank Passport for the creation of a new company. It can also be used as a temporary replacement for a reprinted passport that has been lost or damaged. Using the passport: Each company or team should be assigned one primary passport. The Officer or Team Leader holds onto the passport until it is passed off to a Commander. The Passport can be stored on the portable radio, radio holster, or other specified location where it will be available to the Officer or Team Leader for hand off.

PASSPORT ACCOUNTABILITY SYSTEM: A procedure that utilizes Helmet Shields, Passports, Name Tags, and Status Boards to track the assignment of Commanders, Companies, Teams, and Individuals at an emergency incident.

MAKE UP KIT: These kits contain materials and supplies for integrating any nonparticipating department into the Passport Accountability System and for replacing lost or damaged hardware. Each kit contains an inventory of required materials, including extra status boards. The Make-up kits are carried in the Command Vehicle, or other department specific vehicle(s).

ROLL CALL: A poll of all Teams at an emergency incident to account for all personnel at that incident.

STATUS BOARD: A 9" x 14" hard plastic board with Velcro strips upon which Incident Commanders and/or Division Officers hold passports of assigned teams and take notes. Each apparatus shall have one status board. Additional status boards are contained in the make-up kit.

TEAM: A group of two (2) or more Firefighters who work together and are responsible for each other's safety. No freelancing by individuals is allowed. Each Team must be equipped with a portable radio.

TEAM LEADER: Usually a Company Officer or member assigned or selected as the Team Leader.

VELCRO PAD: A permanently attached Velcro pad on a portable radio, radio holster or other specified location to which passports are attached.

Fire Departments shall use the Passport Accountability System as adopted by the MABAS Executive Board, in conjunction with the Incident Command System, to identify individual members of a team and their assignment, and account for the assignment of teams and units at an emergency incident.

The Passport System shall be expanded to accommodate multiple-alarm companies, mutual aid companies, and/or volunteer response companies and individuals.

Implementation

Materials:

- A. The Passport System utilizes removable Helmet Shields, Primary and Backup Passports, Name Tags, and Portable Status Boards.
- B. Helmet Shields (OPTIONAL)
 1. Each company or apparatus shall have a Helmet Shield or reasonable facsimile (such as tape) for each assigned team member and for each member likely to respond on that company or apparatus. The purpose of the helmet shield is to clearly identify companies, and the unit or team to which the member is assigned.
 2. Helmet Shields are to be kept on the designated (specify location) of the apparatus when not actually on a helmet.
 3. Helmet Shields shall be in place on the member's helmet BEFORE participating as an in-service team member.
 4. Hook side of Velcro is fastened to the shield, loop side of Velcro is fastened to the helmet.
- C. Passports
 1. The purpose of a passport is to provide accountability of team members after entering an emergency incident perimeter.
 2. Passports are a three part board that contains the following information:
 - a. Top portions contains
 - (1) Company designator (Eng., Truck, Amb.)
 - (2) Apparatus number
 - (3) Jurisdiction
 - (4) Team Designator (if applicable) "TEAM A" or "TEAM B"
 - b. Middle portion is Velcro that holds team member's name tags.
 - c. Bottom portion is for recording notes such as "time of arrival" or "assignment".
 3. Passport color codes:
 - a. WHITE – Primary, normally used by everyone at the incident.
 - b. RED – Back-up, kept in the apparatus, Officer's side (specify location)
 - c. GREEN – Reserve, kept in the station.

4. There shall be two (2) Passports (one primary (WHITE) and one back-up (RED) provided for each on duty Chief, Company, Unit and Team.
 - a. The Primary Passport (WHITE) shall be attached to the Officer's portable radio, radio holster, or other specified location until used as a Passport for entrance into an emergency incident perimeter.
 - b. The Back-up Passport (RED) is a duplicate of the Primary Passport and is used as follows:
 - (1) For identification of Team Members when the Primary Passport and is unavailable.
 - (2) Back-up Passports are kept on the door, dashboard, or other easily visualized location (specify) of the apparatus, Officer's side.
 - c. Reserve Passports (GREEN)
 - (1) Engraved, company-designated GREEN flexible Passports are kept at the station the apparatus is assigned, and used for:
 - a. Replacing a lost Primary or Back-up Passport.
 - b. Members who need to report for shift change at the emergency incident.
 - (2) Blank GREEN flexible Passports are carried in the make-up kit and are used for:
 - a. Temporary replacement of engraved, company-designated green flexible Passports that have been placed in service.
 - b. Additional make-up companies and mutual aid companies that respond to the incident scene without Passports.
 - c. Hook side of Velcro is fastened to the Passport.

D. NAME TAGS

1. Each uniformed member of the Fire Department shall maintain a minimum of six Velcro Name Tags.
 - a. (If assigned to a company) Two name tags are kept on the apparatus, station wall, or other location (specify location), to which the member is normally assigned (base company). These name tags are the ones that are attached to the primary and back-up passports when reporting for duty. At the beginning of each shift, or any time a personnel change occurs, the Firefighter must place his/her name tag on the passport. **IMPORTANT ...Name tags must be attached to the passports BEFORE SIGNING ON DUTY AND BEFORE OR WHILE RESPONDING WITH THE APPARATUS.** It is recommended that on-coming personnel exchange the name tags and the helmet shield of the Firefighter he/she is relieving. This will eliminate the possibility of name tags of the relieved person being left on the Passports or helmet shields or not being exchanged.
 - b. Exceptions
 - (1) When assigned to an apparatus such as the FPB car, Paramedic unit, or other apparatus that can respond without the base company, the Firefighters attach their first two name tags to the primary and back-up passport of that FPB car, Paramedic unit or other apparatus. When responding with the base company, they should take their

tactical direction from the base Company Officer until re-assigned. Until re-assigned, they should piggy-back their passport to the base company as soon as possible, (or specify per department policy).

(2) When assigned to more than one apparatus at the same time, such as three members who respond on either an engine or ladder truck, (depending upon the call or dispatch), the members shall use two additional name tags from their helmets to maintain passports on BOTH apparatus during the shift.

c. Hook side of the Velcro is attached to the Name Tags.

(1) Four (4) name tags are attached with Velcro to the underside of the rear brim of the member's helmet and are used for the following purposes: (Loop side of Velcro is attached to the helmet.)

a. Details out....When sent to another apparatus at a different station temporarily, the member removes the name tags from the primary and back-up passports of the base apparatus and places them on the storage area. When reporting to the new apparatus, the member uses two name tags from under the helmet to attach to the primary and back-up passports of the new apparatus.

b. Multiple alarm temporary created teams.

c. Immediate replacement of lost tags.

d. Company Officer and Team Leader Name Tags are the first Name Tag on the Passports.

e. When a detailed, off-shift or volunteer member reports directly to an emergency incident the member reports to staging (or Command if staging has not been established) for assignment.

(2) Engineers remaining with their apparatus shall be designated by turning their name tags upside down, on the bottom of the Primary and Back-up Passports.

Procedures

Reporting to the incident

A. When a Company or Team reports to an Incident, Staging, or Division, they transfer their Primary Passport (s) to that Commander except as defined below.

1. Primary Passport (s) will remain with the Officer or Team Leader when:
 - a. They are the only unit at the incident.
 - b. They are a committed first arriving unit (s) at an incident before the establishment of a Command Post or have passed command.
 - c. They are on or directed to a remote side of an emergency incident before the establishment of a Division Command.
2. Firefighters who report to an incident from home should report to Staging. If Staging has not been established, report to the Incident Commander. The Staging Officer or the Incident Commander may assign the reporting Firefighter to an operational Company or to make up a Company.

- a. If assigning to an operational Company, the name tags (taken from their helmet) need to be attached to the primary and back-up passports and a helmet shield issued.
 - b. When assigning to a make-up Company, Firefighters will give Staging or the Incident Commander two name tags from their helmet for recording. The name tags will be attached to a primary and back-up passport for the makeup Company. The Staging Officer or Incident Commander assigns Firefighters to make-up Companies, then gives them helmet shields. The Primary Passport is given to the assigned Team Leader upon assignment and the Back-up Passport remains with the Staging Officer or the Incident Commander.
3. Occasionally, mutual aid companies or individuals will be used at the incident who are not part of the MABAS Passport System. Those individuals can be included in the Passport Accountability System by using the equipment in the make-up kit. Individuals needing accountability materials should report to the staging area where name tags can be written, blank green passports customized, and helmet identification created using medical tape. After this process, everyone should be provided a brief overview of the Passport Accountability System and their duties.
 4. When first arriving Companies/Teams, that have not transferred their Passports to a Command Function, leave a hazardous area, they will report their Company/Team status to the Incident Commander by radio or personal contact. The Commander will:
 - a. Direct the unit or Team to a command function or new assignment where they will transfer their Passport (s).
 5. Crews exiting in a Division other than that in which they are assigned, should alert their original Division so that the Division Officer is aware of the crew's new location and status so they can be accounted for, given a new assignment, or ordered to report back for their Passport. When an appropriate amount of time has passed and the Company Officer has not returned to or notified the Division Officer that they have exited the building, it will be the Division Officers responsibility to initiate a search for the missing Company or Team.

During emergency incidents:

- A. Commanders will require the transfer and use of Passports at every incident with an established Staging area, Division, or a multiple alarm fire. On small incidents, the actual use of the Passport System is not required, but recommended.
- B. Staging Area Commanders will record the time that Teams report to Staging. Staging and – Rehab Division Commanders will utilize Status Boards to track Teams. Rehab Division Commanders will enter times on the Passports to assure proper rotation of crews occurs.
- C. When a Commander (Incident or Division) relieves a Team, the Commander will:
 1. Confirm with the Team Leader that all Team members are accounted for.

2. Inquire as to the progress or completion of their assignment.
3. Return the Team's Passport (s) to the Team Leader.
4. Direct the Team Leader to Rehab or another Command Function, and
5. Record all movements and information on the Status Board.

Personnel Accountability Report (PAR)

- A. Division Officers and Team Leaders will conduct an emergency incident roll call or PAR using the Passport System as follows:
- B. When a Team is relieved of an assignment and transferred to a different Division, Division Officers will confirm that the Team Leader has conducted a Roll Call of his Team.
- C. When a Division Officer presumes a Firefighter, Company, or Team is missing or trapped, the Division Officer will start rescue efforts As Soon As Possible at the last known location. The IC will then conduct a Roll Call of the emergency incident to confirm the status of missing personnel.
NOTE: Whenever possible, PAR will be conducted without the use of the radio to keep the frequency clear.
- D. Before there is a change from an offensive to defensive fire ground strategy. "All Divisions from Command we are changing to a "DEFENSIVE STRATEGY". Withdraw all units from the building and conduct a PAR".
- E. When there is a catastrophic change in the incident such as building collapse, explosion, backdraft, sudden flooding, release of vapor clouds, etc.
- F. When the Incident Commander, Company Officer or Team Leader determines that a need for a Roll call exists.

Required Materials

- A. Fire Departments shall order materials and supplies to maintain the Passport System as follows:
 1. One (1) engraved WHITE flexible Passport and one (1) engraved RED flexible Passport for each possible Team of two or more persons from a Company, Command vehicle, Special Unit or reserved apparatus.
 2. (OPTIONAL) one (1) Helmet Shield for each On-Duty Officer, Firefighter, EMS/MICU, and Non-fire fighting personnel assigned to an apparatus, vehicle or can be expected to respond to, or with, plus (appropriate spare, Department specific).
 3. 2" White Velcro strips (non-adhesive, hook side of Velcro) for making make-up or replacement name tags (cut off two name tags and write the persons name on the tags.)
 4. One (1) GREEN engraved flexible Passport(s) for each assigned Passport.
 5. Self Adhesive Velcro pads (loop side of Velcro) for helmets, doors, radios, etc. (VELCRO BRAND VELCRO ONLY, OTHER BRANDS ARE NOT COMPATIBLE!)
 6. One (1) status board for each Fire Department vehicle.
 7. Passport System Make-up Kits for each (specify vehicle) to contain materials as follows:
 - a) Two (2) Status Boards in the Make-up Kits.

- b) Twelve (12) blank green passports for makeup kits.
- c) Four (4) feet of 2" wide white Velcro for making Name Tags and temporary Helmet Shields, one pair of scissors, two permanent marking pens, four (4) extra grease pens and one roll of 2: wide medical tape.
- d) (Specify) sets of Make-up Company Helmet Shields and Passports for Command Vehicle, or any other vehicle(s) department decides is appropriate.

Conclusion

The Passport Accountability System was approved by the MABAS-Wisconsin Executive Board on September 4, 2006.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: B-03-01 Incident Timing Benchmarks

Subject: Incident Timing Benchmarks
Functional Area: Operations
Category: Policy
Approved: Approved by the Executive Board on May 8, 2008
Revised:

Purpose

To establish a policy for Dispatch Centers and Incident Commanders to set “**Incident Timing Benchmarks**” for the purpose of progress reports and firefighter safety during interior firefighting operations.

Responsibility

This policy applies to all interior firefighting operations and gives direction to all Dispatch Centers and Incident Commanders.

Accountability

Enforcement of this policy rests solely with the Incident Commander.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

During an emergency time is critical. For that reason shall become policy that Incident Timing Benchmarks be given to Incident Commanders by Telecommunicators. These benchmarks will remind Incident Commanders as to how far along the incident has progressed so that Incident Command may assess and plan the operation. The Incident Commander should provide a progress report to the Telecommunicator at the established benchmarks so the communications center may also plan their operations. These benchmarks will also help Incident Command track personnel safety, i.e. time worked, air supply, rehab needed and flashover potential of the fire.

Policy

The MABAS-Wisconsin Communications Committee hereby makes the following policy:

1. The Telecommunicator should give the Incident Commander Incident Timing Benchmarks at 10, 20, and 30 minutes after the arrival of the first emergency vehicle on scene. Timing Benchmarks shall continue every 30 minutes thereafter, until the Incident Commander states the incident is under control, or at such time the Incident Commander deems the benchmarks are no longer needed.

2. The Incident Commander should provide the Telecommunicator with a progress report at each of the Incident Timing Benchmarks.
3. When the incident progresses to a MABAS Box Alarm, the Local Dispatch Center shall transfer the status of the Incident Timing Benchmarks to the MABAS Division Dispatch Center.

Conclusion

This policy establishes standard Incident Timing Benchmarks to assist the Incident Commander in the planning of interior firefighting operations and also provides another tool for the Incident Commander to oversee and manage firefighter safety, in compliance with N.F.P.A. 1500.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: B-04-01 **Statewide Dispatch Center Policy**

Subject:	MABAS-Wisconsin Statewide Dispatch Center Policy (Badger Red Center)
Functional Area:	Operations
Category:	Policy
Approved:	Approved by the Executive Board on (DRAFT-PENDING)
Revised/	

Purpose:

To define the policies related to the establishment and operations of the MABAS-Wisconsin Statewide Primary and Back-Up Dispatch Centers

Responsibility:

This policy applies to the MABAS-Wisconsin Statewide Primary and Back-Up Dispatch Center and back-up Center, and all MABAS-Wisconsin Divisions and member agencies.

Accountability:

Enforcement of this policy rests with the MABAS Executive Committee, the MABAS-Wisconsin Statewide Primary and Back-Up Dispatch Center management, and each MABAS Division.

Reporting Requirement:

The MABAS-Wisconsin Statewide Primary and Back-Up Dispatch Centers shall establish internal reporting and tracking mechanisms mutually agreeable and sufficient to keep track of the administrative, training, and incident related events the Centers are involved in.

Background:

MABAS-Wisconsin, in cooperation with one or more operating Division(s) MABAS Dispatch Center(s) will designate a primary and back-up MABAS-Wisconsin Statewide Dispatch Center(s) to act as the initial point of contact for any MABAS notification, inter-Divisional request, or other MABAS related requests that require notifications or requests for resources beyond those normally coordinated by individual MABAS Division Dispatch Centers. Upon receipt of a request for a MABAS notification, inter-Divisional response or other form of MABAS assistance, the Center will be responsible to notify the WEM Fire Service Coordinator or his/her designee, the MABAS Executive Committee, and the appropriate MABAS Regional Coordinator(s). In some cases the Center may assist in notifying individual MABAS Dispatch Centers to actually dispatch resources, and to provide assistance in coordinating the response of resources; but those responsibilities

will normally fall to the WEM Fire Service Coordinator or his/her designee, the appropriate MABAS Regional Coordinator(s), and the receiving jurisdiction/Dispatch Center.

Policy:

1. **DESIGNATIONS:** The MABAS-Wisconsin Statewide Primary and Back-Up Dispatch Centers shall be designated:
 - 1.1 Primary Center Designation: Badger Red Center
 - 1.2 Back-Up Center Designation: Badger Red Back-Up Center

2. **SELECTION and APPOINTMENT:** The MABAS-Wisconsin Executive Committee or its designee shall recruit for and negotiate with, and recommend to the membership a primary and back-up statewide MABAS Dispatch Center. The final appointment of the primary and back-up centers shall be by majority vote of the membership. The relationship shall be documented by both parties signing a Memorandum of Understanding (MOU) as negotiated by the Executive Committee or its designee, and must allow for withdrawal by either party upon an agreed upon notification period.

3. **FINANCIAL CONSIDERATION:** Unless otherwise defined within the MOU and approved by the membership, there shall be no financial commitments implied and/or made by either MABAS-Wisconsin or the Dispatch Center(s) to the other.

4. **MINIMUM CAPABILITIES:** The MABAS Statewide Primary and Back-Up Dispatch Centers shall have the following minimum capabilities:
 - 4.1 **MABAS AFFILIATION:** The Center must be a MABAS Division Dispatch Center, or a Back-Up MABAS Division Dispatch Center; and must be a signatory to the MABAS Agreement.
 - 4.2 **LOCATIONS:** The MABAS Statewide Primary and Back-Up Dispatch Centers may be located anywhere in the State, but every effort should be made to ensure geographic diversity so major natural or man-made events impacting one region of the State are not impacting both the Primary and Back-Up Centers.
 - 4.3 **HOURS OF OPERATION:** The Centers must be staffed and capable of receiving and originating telephone, data/TTY, and radio communications 24-hours per day, 365-days per year.
 - 4.4 **MINIMUM STAFFING:** The Centers should be staffed sufficiently so that resources could be dedicated to a MABAS event for the period of time necessary without significant degradation to normal day-to-day operations of the Center under normal circumstances.
 - 4.4 **COMMUNICATION CAPABILITIES:** The Centers must have the ability to communicate on Wiscom, and be willing to monitor the MABAS1 talk group at all times.

5. **BASIC FUNCTIONS:** The basic functions of the Center are:

5.1 RECEIVE A REQUEST FOR MABAS NOTIFICATION/RESPONSE/ ASSISTANCE: The Centers shall be prepared to receive a request for a MABAS notification, inter-Divisional response, or other form of MABAS assistance via:

5.1.1 Phone: Via a dedicated or uniquely identifiable phone line

5.1.2 Data/TTY: Via the NCIC/TIME teletype system

5.1.3 Radio Via IFERN or the Wiscom MABAS1 talk group

5.2 MAKE NOTIFICATIONS: Upon receiving a request for a MABAS notification, inter-Divisional response, or other form of MABAS assistance the Center shall take the appropriate actions per the established guidelines.

5.3 ASSIST WITH COORDINATION: After taking the appropriate actions per the established guidelines, the Center should be prepared to assist WEM, the MABAS Executive Committee, and/or the appropriate MABAS Regional Coordinators to facilitate coordination if needed.

6. STANDARD OPERATING GUIDELINES: The MABAS Executive Committee or their designee(s), the WEM Fire Service Coordinator, and the Primary and Back-Up MABAS-Wisconsin Statewide Dispatch Centers shall work together to mutually agree upon a set of Standard Operating Guidelines (SOGs) that will guide to operations of the Centers. The SOGs shall be reviewed and modified from time-to-time as necessary upon mutual agreement of the MABAS Executive Committee or their designee(s), the WEM Fire Service Coordinator, and the Primary and Back-Up MABAS-Wisconsin Statewide Dispatch Centers.

MISSION SUPPORT **SECTION**

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-01.01 VHF Interoperability and Scene Comm.

Subject: VHF Interoperability and On Scene Communications
Functional Area: Communications
Category: Policy
Approved By: MABAS–Wisconsin Executive Board on April 10, 2008
Revised: April 14, 2016

Purpose

To encourage all Mutual Aid Box Alarm System (MABAS) members and other emergency response agencies to obtain base station, mobile and portable radio communications capability on common VHF interagency radio frequencies for use during all MABAS incidents or other times of serious emergencies or disasters. The ability of all units involved in an emergency incident to communicate is critical to effective and safe mitigation of the emergency.

This policy also lists the “National Name”, if there is one, for each of the MABAS frequencies for comparison purposes. Future MABAS-Wisconsin policy statement readers are to refer back to this document for comparisons to the National Public Safety Telecommunications Council (NPSTC) Standard Channel Nomenclature for Public Safety Interoperability Channels.

MABAS Wisconsin recognizes that in some Divisions, the day-to-day local communications infrastructure has been enhanced, and may offer a better, safer level of on scene communications capability. In Divisions where that is true, MABAS Divisions may use their local communications infrastructure on MABAS Box Alarms or greater for on scene communications as long as the Authority Having Jurisdiction (AHJ) has made arrangements for all incoming MABAS mutual aid partners to be able to communicate with the IC and on scene units during the incident. If the incident grows and all units on scene cannot communicate on the local infrastructure, all on scene communications shall be moved to the common MABAS interoperability frequencies.

Responsibility

This policy applies to all MABAS–Wisconsin member agencies. It is encouraged that all fire departments and related emergency response organizations throughout Wisconsin adopt the procedures set forth herein.

Accountability

Enforcement of this specific policy, as it relates to MABAS, rests initially within the local regional MABAS Division, the MABAS-Wisconsin Communications Committee, the State of Wisconsin Frequency Coordinator, and ultimately the State of Wisconsin Interoperability Council (IC).

Reporting Requirement

Authorization for the use of these frequencies should be obtained from the State of Wisconsin Frequency Coordinator
DOTDSPStatewideFrequencyCoordinator@dot.wi.gov.

Background

Fire departments rely heavily on two-way radios to communicate between companies, departments, and other disciplines at emergency and disaster scenes. Fire Departments utilize radio frequencies in the VHF-Low, VHF-High, UHF and 700/800 MHz frequency bands for day-to-day operations. Newer technologies include the use of analog and digital transmissions and trunking technologies using incompatible protocols.

While these systems may meet the routine needs of individual departments, experience has shown that lack of interoperability between companies operating at an emergency scene can lead to serious and potentially life threatening consequences.

FCC guidance - The Federal Communications Commission's (FCC) national radio frequency band plan specifies VHF high band radio frequencies for fire service interoperability and fire ground operations. There are also public safety mutual aid frequency pairs in the UHF, 700 and 800 MHz band plan, While the use of these UHF, 700 and 800MHz interoperability frequencies may be helpful for local incidents, their use during MABAS incidents (in place of the nationally recognized VHF frequencies) is discouraged.

NFPA guidance - NFPA Standard 1221, Standard for the Installation, Maintenance, and Use of Emergency Communications Systems, Section 6-3.1.3 and 6-3.1.4 recommend that, "A simplex radio channel should be provided for on-scene tactical communications" and "Communications system design should be such that a portable radio is capable of operating properly within the dispatch area without the use of mobile frequency (RF) amplifiers". This recommendation applies to all bands, VHF, UHF, 700 and 800 MHz

MABAS-Wisconsin simplex use guidance – MABAS-Wisconsin endorses the NFPA guidance, and strongly encourages the use of simplex radio channels for on-scene tactical communications.

MABAS-Wisconsin scanning guidance – MABAS-Wisconsin **strongly discourages** the use of scanning when using operational fire ground channels.

State of Wisconsin guidance – WEM8 states "To facilitate radio interoperability during emergency response operations, designated MABAS VHF radio frequencies will be utilized by MABAS member units for on scene communications with MABAS mutual aid partners." Further, the State of Wisconsin has identified the Mutual Aid Radio Channels (MARC) for use as statewide, interdisciplinary, coordination channels for use by police, fire, Emergency Medical Services (EMS), public works, highway and other governmental agencies.

Cross-band repeater statement - Departments that utilize frequencies other than VHF high band for primary operations have developed various systems to communicate with MABAS departments at mutual aid calls. These systems have many limitations, have tendencies to cause harmful interference, limit operating areas, may violate FCC rules, and

could jeopardize the safety of personnel at emergency scenes. The MABAS–Wisconsin Radio Committee has acknowledged that the use of cross band repeaters to be appropriate for use in Wisconsin to link analog fire ground frequencies from two different radio bands together for interoperability at a scene under the control of the local incident commander (IC) of the stricken community.

IFERN limitations - All MABAS Agencies **MUST UNDERSTAND** IFERN and IFERN2 are designed for 95% or greater **MOBILE** coverage and portable coverage will be limited at best. IC/Staging to the IFERN base must utilize MOBILE radios for the best coverage.

IFERN2 recommendation - Due to the growing use of IFERN throughout the state and especially along the Wisconsin/Illinois border it is highly recommended that all MABAS Divisions initiate the process to install IFERN2 in their primary and backup dispatch centers.

Statewide deployments - MABAS-Wisconsin and the Wisconsin Emergency Management (WEM) agency may, in the future, enter into an agreement to provide disaster response statewide. The potential exists for fire and EMS units to be operating for extended periods of time several hundred miles from their local jurisdiction or other distant jurisdictions may be operating in a stricken community during a disaster. Common mutual aid operations and fireground frequencies that will function statewide are essential.

Narrowband requirement - The FCC has designated all radios as of January 1, 2013 must be programmed for 12.5 kHz “narrow band” frequencies. All MABAS Fire ground channels in addition to tactical interoperability channels including VCALL/VTAC, MARC, and VLAW must be programmed for narrow band transmissions. Recognize there is about a 21% reduction in radio coverage due to narrow banding.

Digital transmission note: There is **NO REQUIREMENT** from the Federal Communications Commission (FCC) at this time to go with digital radios. MABAS Wisconsin highly recommends that future radio purchases have digital capabilities to facilitate use on WISCOM and other interoperability channels that require digital capabilities; however, MABAS Wisconsin also strongly discourages the use of digital frequencies for on scene communications.

NATSAR / VSAR16 use - National Search & Rescue VSAR16 has been established to provide a standard statewide interface between public safety agencies and private/volunteer search and rescue organizations.

Policy

It is MABAS-Wisconsin’s policy that the Authority Having Jurisdiction (AHJ) is required to ensure all MABAS mutual aid partners have the ability to intercommunicate on the scene of an emergency event. It is strongly encouraged that this be accomplished by everyone on scene utilizing established simplex national, statewide and/or MABAS VHF interoperability radio frequencies.

MABAS-Wisconsin does recognize that in some Divisions, the day-to-day local communications infrastructure has been enhanced, and may offer a better, safer level of on

scene communications capability. In Divisions where that is true, MABAS Divisions may use their local communications infrastructure on MABAS Box Alarms or greater for on scene communications as long as the Authority Having Jurisdiction (AHJ) has made arrangements for all incoming MABAS mutual aid partners to be able to communicate with the IC and on scene units during the incident. If the incident grows and all units on scene cannot communicate on the local infrastructure, all on scene communications shall be moved to the common MABAS interoperability frequencies.

In cases where incoming MABAS mutual aid partners do not have radios capable of communicating directly with all other on scene units, whether on the standard MABAS interoperability frequencies or on local frequencies that may be being utilized, it is the AHJ's responsibility to:

- 1) Provide loaner radios to the incoming MABAS mutual aid partners; or,
- 2) Provide for cross-band repeater or other electronic patching operations for all frequencies being used on scene.

NOTE: The IC should consider contacting their local Incident Management Team (IMT) and request a Communications Unit Leader (COML) to assist establishing effective on scene communications during larger or prolonged incidents, or anytime communications assistance may be required.

In no case should MABAS resources be allowed to operate on scene without at least one member of each company/team having the ability to communicate with the IC and all other on scene resources.

For those Divisions/Departments who use native systems for day to day operations there needs to be a Tactical Interoperable Communications Plan (TICP) to facilitate communications with inbound mutual aid companies who do not share the same native communication system. Likewise departments providing mutual aid outside their native communications system must be capable of communicating with incident commanders in a stricken community. A strong reminder when mutual aid companies get out of range of their native communications systems, especially with trunking systems, there will be a loss of communication and any console patch that might be up will not work.

The MABAS-Wisconsin Communications Committee hereby makes the following recommendations for both member and non-member emergency response organizations:

The following analog simplex radio frequencies are hereby identified for fire service and public safety interoperability:

Frequency	Wisconsin Name	CTCSS Tones	National Name/Tone	Purpose
154.2650 MHz	IFERN	210.7	VFIRE22 (PL156.7)	Mutual Aid Base/Mobile Dispatch
154.3025 MHz	IFERN2	67.0	VFIRE26 (PL156.7)	Alternate Mutual Aid Base/Mobile
153.8300 MHz	FG RED	69.3	N/A	Fireground Operations
154.2800 MHz	FG WHITE	74.4	VFIRE21 (PL156.7)	Fireground Operations
154.2950 MHz	FG BLUE	85.4	VFIRE23 (PL156.7)	Fireground Operations
153.8375 MHz	FG GOLD	91.5	N/A	Fireground Operations
154.2725 MHz	FG BLACK	94.8	VFIRE24 (PL156.7)	Fireground Operations
154.2875 MHz	FG GRAY	136.5	VFIRE25 (PL156.7)	Fireground Operations
155.1600 MHz	NATSAR	127.3	VSAR16 (PL127.3)	Search & Rescue/Mobile
TX 153.8450 RX 151.2800	MARC1	136.5	N/A	Repeated Wide Area Interagency Tactical Operations. *** <i>MARC 1 Repeater must be turned on by the Dispatch Center in the affected County. At the conclusion of the incident the MARC 1 repeater MUST be turned off.</i>
151.2800 MHz	MARC2	136.5	N/A	Interagency Tactical Operations
154.0100 MHz	MARC3	71.9	N/A	Interagency Tactical Operations
154.1300 MHz	MARC4	82.5	N/A	Interagency Tactical Operations
155.7525 MHz	VCALL10	156.7	VCALL10	National Tactical Operations
151.1375 MHz	VTAC11	156.7	VTAC11	National Tactical Operations
154.4525 MHz	VTAC12	156.7	VTAC12	National Tactical Operations
158.7375 MHz	VTAC13	156.7	VTAC13	National Tactical Operations
159.4725 MHz	VTAC14	156.7	VTAC14	National Tactical Operations
TX 159.4725 RX 151.1375	VTAC36	136.5 156.7	VTAC36	Repeated National Tactical Operations. *** <i>Requires an on scene repeater. This is NOT a base station repeater.</i>
	UCALL40	156.7	UCALL40	National Tactical Operations
	UTAC41	156.7	UTAC41	National Tactical Operations
	UTAC42	156.7	UTAC42	National Tactical Operations
	UTAC43	156.7	UTAC43	National Tactical Operations
851.450 MHz	8TACRED	156.7	N/A	Interagency Tactical (Fire, primary)
851.950 MHz	8TACWHITE	156.7	N/A	Interagency Tactical (Fire, primary)

852.450 MHz	8TACBLUE	156.7	N/A	Interagency primary)	Tactical	(Fire,
852.950 MHz	8TACGOLD	156.7	N/A	Interagency primary)	Tactical	(Law,
853.450 MHz	8TACBLACK	156.7	N/A	Interagency primary)	Tactical	(Law,
853.950 MHz	8TACGRAY	156.7	N/A	Interagency primary)	Tactical	(Law,

All fire service apparatus that has the potential to respond for MABAS mutual aid to a stricken entity that uses a different radio band or technology, or that may respond as part of a WEM/MABAS disaster response should have at least one (1) mobile radio and one (1) portable radio capable of functioning on the VHF interoperability frequencies identified above. The portable radio must be assigned to the company officer. Optionally all crew members should have their own radio on the VHF interoperability frequencies identified above.

ALL fire department command vehicles should have radio capability on all the VHF high band frequencies identified above, and optionally capable of operating on WISCOM.

The “**National Name**” for the MABAS frequencies was included as reference to a possible future national plan and a copy of this document should be retained for comparison of frequency naming nomenclature.

All MABAS dispatch centers must have a base station capable of transmitting and receiving radio traffic on the Interagency Fire Emergency Radio Network (IFERN) frequency; or for new MABAS divisions that do not have IFERN base station capabilities, there Division must submit a written communications plan with their application for membership outlining how they will alert other MABAS Divisions of a MABAS activation, how they will receive requests to respond from other MABAS Divisions, how they will communicate with incoming MABAS resources and a proposal for the acquisition and implementation of an IFERN base station.

MABAS-Wisconsin dispatch centers with operating IFERN base stations must also have capability to receive and decode the MABAS alert tones.

Fire Departments and emergency response organizations that lack current authorizations for the frequencies identified above should immediately apply for authorization under the statewide license. Many counties have obtained authorization for all agencies within their county. Base stations must be licensed by each agency by submitting a license application and frequency coordination request to the Wisconsin State Frequency Coordinator. **The use of trunking technology, or console based cross-band patches is strongly discouraged for tactical fire ground operations.** For emergency operations on the scene of an incident simplex (*non-repeated*) radio communications is highly encouraged and should follow NFPA 1221 standards. For those MABAS Divisions that operate with console patches they are strongly encouraged to develop a county wide migration plan to move away from console patches for IFERN and tactical fire ground operations.

In accordance with Wisconsin Department of Health and Family Services (DHFS) administrative rules, all ambulances shall have VHF high band capabilities on all of the statewide EMS frequencies including EMS A (Coordination), EMS B (BLS) and EMS C (ALS).

Conclusion

Interoperability between various fire department and other public safety and governmental agencies at major emergencies or disasters is essential for organized and safe coordination of personnel and resources. MABAS holds the AHJ of the stricken entity responsible for ensuring all MABAS mutual aid partners have the ability to intercommunicate on the scene of an emergency event

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-01.02 Use of IFERN and IFERN 2

Subject: Use of the IFERN and IFERN2 Frequencies

Functional Area: Communications

Category: Policy

Approved : Approved by the Executive Board on June 12, 2008

Revised: April 14, 2016

Purpose

To clarify the general policies and procedures related to the use of the Interagency Fire Emergency Radio Network (**IFERN**) frequency and **IFERN2** frequency.

Responsibility

This policy applies to all Mutual Aid Box Alarm System (MABAS) Wisconsin Divisions and member agencies.

Accountability

Enforcement of this specific policy, as it relates to MABAS-Wisconsin, rests initially within the regional MABAS Division, then the MABAS-Wisconsin Communications Committee, then the State of Wisconsin Frequency Coordinator, and ultimately the State of Wisconsin Interoperability Council (IC).

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

Traditionally, the IFERN frequency is used by MABAS Divisions to simultaneously notify dispatch centers of requested MABAS resources when a stricken entity requests a MABAS Box Alarm or greater, and then the coordination of responding mutual aid resources to that stricken entity. This includes Alerting/Paging, dispatch center-to-dispatch center and/or field unit acknowledgement, response communications, staging, move-to-cover, and the communications with units returning to their home jurisdiction.

IFERN may also be utilized to coordinate mutual aid activities outside of a MABAS Box Alarm or greater event between dispatch centers and/or fire departments with dissimilar primary radio frequencies.

IFERN has experienced increased congestion due to the growing number of MABAS Divisions, member Fire Departments, and Box Alarm dispatches. For these reasons the MABAS–Wisconsin Communications Committee created this policy.

Other technologies are being implemented in Wisconsin that will serve the need for wide area information dissemination that is better suited than IFERN. These technologies may include WISCOM, Mobile Cross Band Repeaters, and MARC.

Policy

The MABAS-Wisconsin Communications Committee hereby makes the following policy for both member and non-member agencies:

- 1. LOCAL LEVEL ALARMS:** IFERN shall not be utilized for dispatch and/or response to LOCAL LEVEL ALARMS if a local or countywide frequency exists that all responding units have the ability to utilize. IFERN shall not be utilized for any hazard zone and/or scene tactical communications.
- 2. MABAS BOX ALARMS:** IFERN is the preferred method of notifying the dispatch centers of requested MABAS resources when a stricken entity requests a MABAS Box Alarm or greater in all Divisions where technologically, geographically, and/or financially possible. Each alerted MABAS Dispatch Center will in turn then alert all individual requested departments using their native paging/alerting systems.

IFERN may also be used for Inter-Divisional Communications between MABAS Dispatch Centers.

MABAS-Wisconsin also strongly recommends MABAS dispatch centers begin to transmit MABAS Box Alarms or Greater on their respective WISCOM RCALL channel in addition to IFERN (simultaneously or sequentially); especially if they are in a geographic region of the state where they have difficulty utilizing traditional simplex IFERN base stations. Recognize the use of tones on WISCOM is not appropriate.

- 3. ALERTING:** MABAS has used a standard two-tone sequential radio alerting system since the early 1970s. This system is simply comprised of paging encoders at MABAS Division dispatch centers that transmit specific paging tones on the Interagency Fire Emergency Radio Network, IFERN frequency and radio receivers that decode and alert when the proper tone code is received.

This allows MABAS Divisions to cover large geographical areas and simultaneously alert departments in multiple adjacent Divisions.

As paging channels have been narrow banded due to the FCC mandate the effective range of the paging transmitters and the paging receivers have been reduced by up to 21% over previous coverage. Many fire departments and MABAS divisions have noted paging receivers are not always getting the appropriate alerts. If paging receivers had marginal coverage prior to narrow banding, their coverage is further reduced post narrow banding.

For all MABAS Divisions with operating IFERN base stations, the following policy is for both the primary and back-up Division Dispatch Center:

Paging encoders on IFERN must be programmed for a two-tone sequential paging format using the timing for Tone A of 1.5 seconds with the timing for Tone B of 3.5 seconds with no delay between tones. Tone A is 1082.0 Hz and Tone B is 701.0 Hz. These two tones are part of the “Plectron” suite of tones and are **NOT** Motorola tones. Base Stations **MUST** transmit a PL of 210.7 as part of the IFERN alerting and for all voice transmissions.

4. HEAVY TRAFFIC CONDITIONS: During times when there may be multiple MABAS incidents occurring simultaneously in a geographic region, it is highly likely that IFERN may become overloaded. This is usually during major weather events where storms are causing multiple emergency events all in the same geographic area. In these cases, the MABAS Dispatch Center may choose to use alternate radio frequencies to manage MABAS resources.

MABAS Alerting must still occur on IFERN; but all other aspects of communications can be managed on alternate radio frequencies. The MABAS Dispatch Center has the authority to designate the radio frequencies to be used for acknowledgement, response, and staging during the initial and subsequent alarms based on the availability of radio resources within the Division.

The MABAS Dispatch Center should be careful to make sure they are utilizing an alternative radio frequency that all units being dispatched on the MABAS Box Alarm or greater have the ability to communicate on the chosen radio frequency.

If an alternate radio frequency is to be used, the MABAS Division Dispatch Center must be sure to clearly communicate the alternate channel assignment when the Box Alarm or greater is transmitted.

Preferred Assignment order for responding units is as follows:

- **Acknowledgement:**
 - **PRIMARY** – IFERN
 - **ALTERNATE** - IFERN2, Local Dispatch Channel, MARC1-2, WISCOM RCALLx1 (Regional Calling Channel)
- **Response:**
 - **PRIMARY** - IFERN
 - **ALTERNATE** - IFERN2, Local Dispatch Channel, MARC1-2, WISCOM RTACx2 (Regional Tactical Channel)
- **Staging and Staging Coordination:**
 - **PRIMARY** – IFERN
 - **ALTERNATE** - IFERN2, FG White, Local Dispatch Channel, MARC1-2, WISCOM RTACx2 (Regional Tactical Channel)
- **IC to Dispatch for Additional Resources or Updates:**
 - **PRIMARY** – IFERN
 - **ALTERNATE** - IFERN 2, Local Dispatch Channel, MARC1-2, WISCOM RTACx2, (Regional Tactical Channel)
- **On scene communications:**
(Refer to MABAS Policy C-01-01.01)

5. CHANGE OF QUARTERS COMPANIES: Coordination of units responding to change of quarters into a stricken community is an appropriate use of the IFERN Frequency. This radio traffic will include, but not necessarily be limited to:

- 5.1 Communications between the MABAS Division Dispatch and units responding to the stricken community for change of quarters
- 5.2 Communications between the change of quarter's units and the stricken community's local dispatch authority to coordinate responses to additional emergencies within the community

6. MUTUAL AID COORDINATION: Coordination of units responding to an emergency incident that involves one or more departments that utilize dissimilar primary dispatch frequencies is an appropriate use of the IFERN frequency. This may include responses involving automatic mutual aid or other similar emergencies that do not necessitate a MABAS Box Alarm.

7. FIRE/EMS EMERGENCY CALL RELAY: Relay of fire and/or EMS emergency incident information between Public Safety Answering Points (PSAPs) or fire service dispatch centers that utilize dissimilar primary dispatch frequencies.

8. MULTIPLE DEPARTMENT TRAINING EVENTS: The use of IFERN, as well as the MABAS fireground tactical frequencies, is appropriate when coordinating training events that involve multiple departments when one or more of the departments do not have access to a common local or countywide frequency, or if one of the objectives of the training event is to train participants on proper response protocols.

Training events may also include the dispatch of a MABAS Box Alarm for response drill purposes. Response drills shall cease operation on IFERN if an actual MABAS incident occurs within the region or if requested to cease because of interference to operations in another Division.

9. INFORMATION ANNOUNCEMENTS: The use of IFERN and/or MABAS Alerting Tones for the purpose of wide-area dissemination of information announcements **is not appropriate.**

10. RETONING BOX ALARMS: Frequently a MABAS Box Alarm assignment includes departments from adjacent MABAS Division. It is **NOT APPROPRIATE** for multiple MABAS Divisions to activate the MABAS Alerting Tones and dispatch units to the same incident. The MABAS Division with primary mutual aid dispatch responsibility for the incident will be responsible for all dispatch and radio traffic associated with that specific MABAS Box Alarm incident. The exception to this section is for an Inter-Divisional MABAS request that is beyond the last level of the Box Alarm Card. Please refer to **C-01-04.01-MABAS Alerting/Coverage** for additional guidance.

11. ALTERNATE TRAFFIC FREQUENCY: The use of IFERN as an alternate radio frequency for local radio traffic is **NOT APPROPRIATE.** This would include local dispatch or response communications when the primary dispatch frequency is overburdened.

12. IFERN2: Interagency Fire Emergency Radio Network 2 (IFERN2) has been secured for statewide use in Illinois and Wisconsin as an alternate mutual aid response frequency for the MABAS organization. This frequency shall be included as a future second channel during the installation of the IFERN Base in primary and secondary MABAS Dispatch Centers.

13. RADIO RESPONSE DRILLS: The use of IFERN for routine radio response drills is discouraged except for newly formed MABAS Divisions. Established Divisions may hold radio response drills, however, such drills should be conducted not more than quarterly unless additional training is required for a unique or special reason. Divisions planning radio response drills are encouraged to notify surrounding Divisions at least 48 hours in advance, especially if such drills are going to involve 3rd Shift type drills between 22:00 and 07:00 hours.

Conclusion:

This policy provides policy and direction for the use of MABAS dispatch frequencies, IFERN and IFERN2. All MABAS Divisions and member departments are encouraged to enforce the disciplined use of these frequencies as advocated herein.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-02 CTCSS Tones

Subject: CTCSS Tones

Functional Area: Communications

Category: Policy

Approved: Approved by the Executive Board on June 12, 2008

Revised:

Purpose

To implement the use of Continuous Tone Coded Squelch Systems (CTCSS), also commonly known as “Private Line™” or “PL™” on the Interagency Fire Emergency Radio Network, (IFERN) and the fireground frequencies.

Responsibility

This policy applies to all MABAS–Wisconsin member agencies. It is encouraged that all fire departments and related emergency response organizations throughout Wisconsin adopt the procedures set forth herein, as established by the State of Wisconsin Statewide Radio Frequency License.

Accountability

Enforcement of this specific policy, as it relates to MABAS, rests initially within the regional MABAS Division, then the MABAS-Wisconsin Communications Committee, then the State of Wisconsin Frequency Coordinator, and ultimately the State of Wisconsin State Interoperability Council (SIC).

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

When the MABAS organization was formed in the early 1970’s, radio communications were primitive as compared to the systems and equipment in use today. Many radios were not capable of CTCSS and those that were CTCSS equipped were limited to a single tone frequency. Since numerous CTCSS tones were already in use throughout the Chicago metropolitan area, a single CTCSS tone for MABAS was not practical and carrier squelch mode was selected.

Radio spectrum has become increasingly congested, especially in the large metropolitan areas. This congestion includes the public safety radio frequency spectrum. Many base stations that monitor the IFERN frequency in carrier squelch mode are subjected to adjacent channel interference and frequency mixes. Adjacent states utilize the IFERN frequency for other purposes, which also cause unwanted interference. The result is radio volumes are muted, limiting the effectiveness of the frequency.

In the command unit environment, where multiple radios are being used in close proximity to one another, there is often unwanted noise received and sounded through the radio speakers. While mostly annoying, this problem can be masked by the use of different CTCSS tones on the various frequencies being used.

Most radio communications equipment in use today by the fire service is capable of multiple CTCSS tones, selected on a channel/mode specific basis. Older equipment can also be inexpensively modified to transmit CTCSS tones.

Policy

The MABAS-Wisconsin Communications Committee hereby recognizes the following policy for both member and non-member fire departments:

1. All IFERN base station radios shall be programmed or modified for transmit and receive CTCSS utilizing a tone frequency of 210.7 Hz (M2).
2. All fire service mobile/portable radios should be programmed or modified for transmit CTCSS utilizing the following tones:

IFERN	154.2650 MHz	210.7 Hz (M2)
FG RED	153.8300 MHz	69.3 Hz (WZ)
FG WHITE	154.2800 MHz	74.4 Hz (WA)
FG BLUE	154.2950 MHz	85.4 Hz (YA)
FG GOLD	153.8375 MHz	91.5 Hz (ZZ)
FG BLACK	154.2725 MHz	94.8 Hz (ZA)
FG GRAY	154.2875 MHz	136.5 HZ (4Z)
IFERN2	154.3025 MHz	67.0 Hz (XZ)

3. All base and communications/command van users should monitor the frequencies in the carrier squelch mode prior to transmitting as required by FCC regulations.

Conclusion

Adding CTCSS to base station receivers should control unwanted co-channel and adjacent channel interference. Use of tone squelch on receive is optional.

MABAS-Wisconsin Policy & Procedures

Index Number: C-01-02.01 Wisconsin Statewide Radio License

Subject: Wisconsin Statewide Radio License

Functional Area: Communications

Category: Policy

Approved By: Approved by the Executive Board on June 12, 2008

Revised: April 14, 2016

Purpose

To permit the sharing of the Wisconsin statewide radio authorizations, KO2099 and WQJX638 for the Interagency Fire Emergency Radio Network (IFERN) and IFERN2 dispatch frequencies, VHF operations frequencies (FG RED, FG WHITE, FG BLUE, FG GOLD, FG BLACK, and FG GRAY) and 800 MHz operations frequencies (8TACRED, 8TACWHITE, 8TACBLUE, 8TACGOLD, 8TACBLACK, and 8TACGRAY) with Mutual Aid Box Alarm System (MABAS) member departments operating under the signed MABAS agreement and their affiliated emergency response entities.

The 800 MHz operations frequencies are for use by all public safety entities. Fire/EMS will primarily use 8TACRED, 8TACWHITE, and 8TACBLUE; and law enforcement will primarily use 8TACGOLD, 8TACBLACK, and 8TACGRAY. Unlike the VHF MABAS operations frequencies, the 800 MHz operations frequencies are only licensed for use in the State of Wisconsin.

Responsibility

This policy applies to all MABAS–Wisconsin member agencies. It is encouraged that all fire departments and related emergency response organizations throughout Wisconsin adopt the procedures set forth herein.

Accountability

Each agency using the MABAS frequencies authorized by the State of Wisconsin Frequency Coordinator are responsible for proper use of those frequencies as determined by the Federal Communications Committee (FCC).

Reporting Requirement

Authorization must be requested through the State of Wisconsin Frequency Coordinator.

Background

MABAS-Wisconsin departments have been granted an authorization by the FCC to operate mobile and temporary fixed base stations throughout the state by the Wisconsin State Frequency Coordinator, on the eight (8) VHF “MABAS” frequencies, and six (6) 800 MHz simplex interoperability frequencies.

The eight (8) VHF frequencies may be used anywhere in the upper Midwest in any MABAS Division. The six (6) 800 MHz frequencies are only licensed for operations in the State of Wisconsin. Within the State of Wisconsin, the VHF and 800 MHz frequencies can be linked through on scene, mobile vehicular cross-band repeater(s), under the direction and control of the stricken entity Incident Commander of the incident.

Policy

In accordance with Part 90, Subpart H, Section 90.179 of the FCC's rules and regulations, Shared Use of Radio Stations, the Wisconsin State Frequency Coordinator, hereby authorizes the shared use by member MABAS–Wisconsin departments and their affiliated emergency response organizations, that qualify for public safety licensure, frequencies authorized by the FCC on call signs KO2099 and 800 MHz WQJX638 provided that all of the following conditions are met:

- The use of the identified simplex interoperability frequencies will be restricted to emergency scene communications, on scene tactical and interoperability communications, and official training activities. Emergency use will take priority over any other traffic.
- Member departments using the State of Wisconsin authorization agree to abide by all applicable FCC rules and regulations.
- MABAS–Wisconsin member departments using the authorization must agree to abide by all relevant MABAS-Wisconsin Communications Policy Statements.
- Maximum power levels for mobile radios operating on the VHF operations frequencies under the state license KO2099 is as follows: IFERN-100 watts, FG Red – 100 watts, FG White – 110 watts, FG Blue – 110 watts, FG Gold – 10 watts, FG Black – 50 watts, FG Gray – 50 watts, IFERN2 – 50 watts. MABAS Wisconsin strongly recommends programming mobile radios on fire ground channels with the lowest possible power setting permitted by the radio in order to minimize walking over portable radio traffic on the scene of an emergency.
- Member departments using the state license WQJX638 agree to limit transmit power to a maximum of ten (10) watts on the 800 MHz simplex 8TACRED, 8TACWHITE, 8TACBLUE, 8TACGOLD, 8TACBLACK, and 8TACGRAY frequencies.

Additional mutual aid / interoperability frequencies

- MABAS-Wisconsin strongly encourages the inclusion of the following VHF, UHF, 700MHz and 800 MHz mutual aid and interoperability channels in all Division radios where possible:
 - Wisconsin Mutual Aid Radio Channel (MARC1, 2, 3, 4)
 - Wisconsin EMS A, B, C
 - VCALL10, VTAC11, 12, 13, 14 (nationwide VHF interoperability channels)
 - UCALL40, UTAC41, 42, 43, 44 (nationwide UHF interoperability channels)

- 7CALLxx, 7TACxx, 7FIRExx, 7LAWxx, 7MOBxx, 7MEDxx, and 7GTACxx (nationwide 700 MHz interoperability channels)
- 8CALLxx and 8TACxx (nationwide 800 MHz interoperability channels)
- National Search and Rescue (VSAR16)

The MABAS Wisconsin website has a sample copy of a Letter for Statewide Authorization available. It is highly recommended that each Division apply for the statewide interoperability frequencies.

The US Department of Homeland Security publishes the National Interoperability Field Operations Guide (NIFOG) which lists all interoperability channels within the 700/800 MHz radio band. The current version is 1.5 released in January of 2014. Website is as follows: <http://www.dhs.gov/national-interoperability-field-operations-guide>

A programming guide for interoperable channels can be found here: http://publicsafetytools.info/nifog_info/downloads/Programming%20Guide%20for%20Interoperability%20Radio%20Channels.doc

Conclusion

The FCC has the authority to cease radio operations, levy monetary fines and seize radio equipment, even public safety radio equipment, which is being operated in violation of their rules. Neither the Mutual Aid Box Alarm System, nor the MABAS-Wisconsin Executive Board will accept responsibility for operations by member or non-member entities on any of the VHF, UHF, 700 MHz and/or 800 MHz frequencies that are in conflict with FCC rules or are in conflict with this policy statement, MABAS rules and regulations or any other local, state or federal law. Any sanctions imposed by the FCC, including fines, costs and attorney's fees incurred by MABAS-Wisconsin due to a member or non-member entity's improper use of the MABAS frequencies shall be the responsibility of the offending party.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-02.02 MABAS Radio Licensing

Subject: MABAS Radio Licensing

Functional Area: Communications

Category: Policy

Approved: Approved by the Executive Board on June 12, 2008

Revised:

Purpose

To encourage all Wisconsin Mutual Aid Box Alarm System (MABAS) members and other emergency response agencies to obtain current Federal Communications Commission (FCC) Radio Station Authorizations (licenses) for all stations and frequencies frequently used for routine or emergency radio communications.

Responsibility

This policy applies to all MABAS-Wisconsin member agencies. It is encouraged that all fire departments and related emergency response organizations throughout Wisconsin adopt the procedures set forth herein.

Accountability

Radio licensing is the responsibility of every emergency response agency in Wisconsin and therefore, compliance with this policy ultimately rests with each agency chief officer. Enforcement of radio rules is the responsibility of the Federal Communications Commission (FCC). Enforcement of this specific guideline as it relates to MABAS-Wisconsin rests initially with the MABAS-Wisconsin Communication Committee, then the MABAS-Wisconsin President, followed by the MABAS-Wisconsin Vice President and then the State of Wisconsin Frequency Coordinator.

Reporting Requirement

There is no routine reporting requirement for this guideline.

Background

Emergency response agencies rely on the use of two-way radio communications for alerting personnel of emergency calls, coordinating emergency scene activities and communications with dispatch and mutual aid departments. Experience has shown that many departments are in violation of FCC regulations for various reasons including, but not limited to:

- Operating stations, both fixed and mobile, on frequencies for which they are not licensed, or otherwise authorized.
- Operating stations utilizing radio licenses that have expired.

- Operating stations utilizing antenna heights or output power levels that exceed those authorized by the FCC.
- Operating base radio stations on mobile only frequencies such as the national fireground frequency of 153.830 MHz.
- Improperly using licensed fireground or mutual aid frequencies for routine call dispatch.

Policy

The MABAS-Wisconsin Communications Committee hereby makes the following recommendations for both member and non-member Departments:

- The Chief should ensure that a complete audit of radio operations and FCC Authorizations is conducted within their Department to determine that all stations and frequencies routinely utilized by their Department are properly licensed, or otherwise authorized.
- The above audit should include a review by a qualified radio service technician that all base and mobile units are operating within the technical specifications of their FCC Authorization(s).
- Fire Departments that lack current FCC Authorizations consistent with their operations should immediately apply for proper frequency coordination and authorizations through the Wisconsin State Frequency Coordinator. Information concerning licensing procedures and frequencies can be found at the FCC website www.fcc.gov search menu.
- Departments utilizing fireground or mutual aid frequencies for routine dispatch operations in violation of FCC rules should cease improper activity on those frequencies as soon as possible and revert to other appropriate and licensed frequencies or immediately apply for proper frequencies through the Wisconsin State Frequency Coordinator.

Conclusion

The FCC has the authority to cease radio operations, levy monetary fines and seize radio equipment, even public safety radio equipment, which is being operated in violation of their rules. The MABAS-Wisconsin Radio Committee encourages all agencies to operate within the parameters of their FCC Radio Station Authorization(s). Departments that lack appropriate FCC Radio Station Authorizations are encouraged to coordinate and obtain proper licenses as soon as possible.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-03.01 MABAS Box Alarm Cards

Subject: MABAS Box Alarm Cards
Functional Area: Mission Support
Category: Policy
Approved: Approved by the Executive Board on June 12, 2008
Revised:

Purpose

To help coordinate the design of the Mutual Aid Box Alarm System (MABAS) Box Alarm Cards for new and existing MABAS Divisions using one standardized template containing all of the required information needed to dispatch a MABAS Box Alarm and for the MABAS Box Alarm to be easily understood by emergency personnel and telecommunicators.

Responsibility

This policy applies to all new and existing MABAS-Wisconsin Divisions wishing to have one template for use throughout their division that incorporates the traditional style card with recommended changes designed to make dispatching MABAS Box Alarms easier for telecommunicators and emergency service personnel. This card shall be in Microsoft WORD or Microsoft EXCEL format to allow the cards to be entered into Wisconsin's Emergency Management E-SPONDER Computer Program by a chosen MABAS-Wisconsin representative in PDF format.

Accountability

This policy responsibility rests within each regional MABAS Division.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

MABAS is currently experiencing rapid growth throughout numerous locations, with many new divisions being formed. Many of these new divisions have limited internal experience to draw upon in developing box alarm cards and have requested assistance with the design process as well as a generic box alarm card in an electronic format. The MABAS Communications Committee was tasked with this responsibility at the MABAS Executive Board meeting in February 2004. The MABAS Communications Committee developed a standard template that contains all of the required elements needed to be able to design a MABAS Card and to be able to dispatch MABAS resources easily by a primary or secondary dispatch center.

Several changes to the “**traditional style**” card have been recommended to make it easier for telecommunicators and emergency service personnel to understand and reduce the number of errors during alarm dispatch. Those changes include:

- The four-letter abbreviations for each department should be discontinued and full names are to be used. 8-point Arial Font should be the minimum size font used.
- The “**Change of Quarters**” section on the older style cards has been a source of many errors and omissions. The new style card incorporates the “**Change of Quarters**” into the top portion of the alarm response area.
- Some departments may bring “**Change of Quarters**” companies into their stations and leave them there to handle further calls in their jurisdiction, throughout all the alarms. Other departments may bring “**Change of Quarters**” companies into the stations and move them to the scene on the next level of alarm. These are both allowable alternatives.
- Some fire department may opt to send vehicles to **Staging** instead of **Change of Quarters**. This should be preplanned before the box card goes active.
- Some department may opt out of “**Changing Quarters**”, but recent history has shown how valuable “**Change of Quarters**” can be. This again should be preplanned before the box card goes active.
- “**Change of Quarters**” companies will be placed in the column for “**Change of Quarters**” and the station where they are expected to go will be placed in parenthesis. The address and directions to get to that station should be placed in the “**Information**” section.
- The new style card does not limit the number of alarms that each department can have on their card. Each division can add as many alarms, per card as desired, by adding additional rows to the card.
- It is recommended that the last level of alarm be reserved for “**Interdivisional Request**” and that level should include the “**1st CHOICE, 2nd CHOICE and 3rd CHOICE**” of which divisions to call when extra equipment is needed.
- The bottom of the card should be kept for addresses for the change of quarter’s stations and other pertinent information or instructions.
- The card is designed to be placed in a clear plastic sheet protector with reinforced holes and to be placed in a 3-ring binder and/or on computer and E-SPONDER. Do not punch holes in the box alarm card, as that will make it harder to read and duplicate.

Policy

The MABAS-Wisconsin Communications Committee hereby makes the following policy for both member and non-member fire departments:

1. Each box alarm card should include the following: The top section of the card is to include: “**Department Name, Box Alarm Type, Effective Date, MABAS Division #, Box Alarm #, Location or Area of Alarm, and Authorized Signature.**” There will be no other changes to this area.
 - 1.1 The next section is the “**Local Dispatch Area**” and will be the responsibility of the local dispatch authority. This is not a **MABAS** area and may include: “**Still, Full Still, Working Still, Automatic Aid, General Alarm, Etc.**” (or other names as determined by the MABAS Division). This area may be any number of rows that you choose for your division or department.
 - 1.2 “**Change of Quarters**” has been added to the Still Alarm areas, and may be filled in, left blank, or deleted.
 - 1.3 The Box Alarm Card is designed around a progressive structure. **It is imperative that all still alarm companies be dispatched by the local dispatch authority prior to or simultaneously with the MABAS Box Alarm request.** It is not the responsibility of the MABAS Dispatcher to dispatch companies listed on a Box Alarm Card before the Box Alarm level.
 - 1.4 The next section is the “**MABAS BOX ALARM**”. This is where MABAS dispatching starts. Column headings may include: “**Alarm Level, Engines, Tenders, Trucks, Squads, EMS, Chiefs, Special Equipment, Change of Quarters**”, or others for specialized cards and as standardized throughout a Division.
 - 1.4.1 Department names are to be spelled out and are to be in at least 8-point, Arial font.
 - 1.4.2 Card is to be read left to right. Departments are to be sent to the scene unless in the “**Change of Quarters**” area.
 - 1.4.3 In “**Change of Quarters**”, the department listed is to be sent to the fire station listed in parenthesis. The addresses should be given in the information portion of the box alarm card, or on back of the card.
 - 1.4.4 In the “**Special Equipment or Other**” column, apparatus or equipment that does not fall into the primary categories can be listed.
2. The number of alarm levels is left to the individual fire department to determine. MABAS starts at the “**Box Alarm Level**”, proceeds to the “**2nd Alarm Level, 3rd Alarm Level, 4th Alarm Level, 5th Alarm Level**”, and may continue through any number of levels that are put on the cards.

- 2.1 The last level of alarm is reserved for “**Interdivisional Request**” and that level should include the “**1st CHOICE, 2nd CHOICE and 3rd CHOICE**” of which divisions to call when extra equipment is needed.
3. The bottom of the card should be left for “**Special Instructions or Information**”. Included in the Special Instructions should be the addresses for the stations listed in the “**Change of Quarters**” and any other pertinent information.
4. To eliminate clutter and confusion on box alarm cards, the following information **should not** be included on the front of box alarm cards:
 - 4.1 **Telephone numbers for responding agencies.** The MABAS System is designed to use radio alerting on the “**IFERN**” frequency to notify departments due to respond. This includes departments within adjacent MABAS divisions.
 - 4.2 **Area for Response District Maps.** If a department desires to include maps for the response jurisdiction, change of quarters stations locations, etc., this information may be included on the back of the box alarm card.
 - 4.3 **Shaded Areas or Color Copies.** The use of shading or color, other than black, is discouraged for various features on box alarm cards may limit the readability of the document after photocopying.
5. New cards should be sent out to all of the departments on the cards for a minimum thirty-(30) day review/approval process. They shall be stamped draft, not signed and the effective date left blank. If there is no response from a department within the 30 day period, it will be understood that the draft cards are acceptable. After the 30-day review/approval process, cards shall be formalized by the addition of the authorized signature (actual or electronic) and effective date on each card. They shall then be sent out to each department in the Division and all departments listed on the cards at least seven (7) days prior to the effective date. It is the responsibility of each department to notify and copy their dispatch center.
6. To facilitate timely and accurate requests for a MABAS Box Alarm by a stricken agency, each Department should maintain current copies of the Box Alarm Cards for their Department in all emergency response vehicles.
7. Each MABAS Division may decide on a standardized numbering system for box alarm cards for use in their division. The following numbers should be reserved by MABAS for system wide use:
 - 7.1 BOX #888, Transportation Emergencies
 - 7.2 BOX #999, Weapons of Mass Destruction
8. Examples of different types of Box Alarms, using the standard format, are included as guides to completing new cards for your divisions.
9. Appendices

1. Definitions
2. Sample MABAS Box Cards.

Appendix 1
Definitions

Cell Title	Definition
Department Name	The name of the Fire Department issuing the card.
Box Alarm Type	The type of emergency situation covered by the card.
Effective Date	The date the use of the card is authorized to begin by the issuing department.
MABAS Division	The Division in which the Fire Department holds a membership.
Box Alarm Number	The number for the card designated by the Fire Department. The numbering system should be coordinated with the other members of the Division.
Location or Area	This can be a single location or building; a geographical portion of the departments area of response or the entire area of response.
Authorized Signature	The signature of the Fire Chief of the department issuing the card.
Local Dispatch Area	This portion of the card is intended to show the response for any units prior to the Box Alarm level. The primary responding units will be those of the local department and possibly outside departments generally using auto-aid agreements.
Alarm Level	This refers to the designation given by the issuing department for responses to this location prior to the Box Alarm level. This allows for the two levels prior to the Box Alarm level. The name of the alarm levels will be based on local preference. Includes the names of the departments that are committed to provide this type of equipment at the alarm level designated.
Engines	Based on local designations.
Tenders	Based on local designations.
Trucks	Based on local designations.
Squads	Based on local designations.
Chiefs	Can include Chief, Deputy Chief, Assistant Chief, Battalion Chief or those staff officers acceptable to the members of the Division.
Special Equipment	Any ancillary units, individuals or specialized apparatus that would be beneficial for the type of alarm designated by the card. These resources may or may not be owned and operated by the member departments.
Change of Quarters	This lists the station/s that will house units from neighboring departments. The specific units that are specified on each level will respond to other emergency calls for the duration of the original call or moved up to the scene during further alarms.
MABAS Box Alarm	This portion of the card is intended to show the response for any units starting at the Box Alarm level. These responses are covered by the MABAS mutual aid agreements.

Alarm Level	This refers to the Box Alarm, 2 nd Alarm, 3 rd Alarm, etc. to the ultimate level deemed appropriate by the department to handle the possible emergency situations. Includes the names of the departments that are committed to provide this type of equipment at the alarm level designated.
Engines	Based on local designations.
Tenders	Based on local designations.
Trucks	Based on local designations.
Squads	Based on local designations.
Chiefs	Can include Chief, Deputy Chief, Assistant Chief, Battalion Chief or those staff officers acceptable to the members of the Division.
Special Equipment	Any ancillary units, individuals or specialized apparatus that would be beneficial for the type of alarm designated by the card. These resources may or may not be owned and operated by the member departments.
Change of Quarters	This lists the station/s that will house units from neighboring departments. The specific units that are specified on each level will respond to other emergency calls for the duration of the original call unless they are asked to move up to the scene.
Special Instructions	This area is reserved for any information that will allow the MABAS telecommunicators handling the radio communications for the incident to have quick access to specific information to assist responding units. Some of these could be the address of the change of quarter's stations, special contact numbers for key department members, and numbers for departments that are due to respond that may have special contact requirements.
Interdivisional Request - Strike Team and Task Force	An Interdivisional Request is activated when all companies have been dispatched on the specific Box Alarm Card have been dispatched and additional companies are required for a large scale incident. Interdivisional Box Alarms are an extension of a fire department's box alarm system for use at major incidents when all alarm levels on the box alarm card have been requested and additional manpower and/or equipment resources are needed or listed Box Alarm companies are expected to be unavailable. This type of response is requested from division to division and is generally used when speed of response is important and the event will usually be of a shorter duration (less than 12 hours). This may also be used for major incidents prior to activation of state resources when adjacent resources are needed immediately while state response assets are being mustered. The Division providing companies determines which departments and units respond based upon pre-determined Interdivisional Task Force or Strike Team response cards. Types of Interdivisional cards may include Fire, Engine Only, Tender Only, Ambulance, Haz-Mat or Specialized Rescue.
State Task Force Request	A State Task Force Request refers to activation of MABAS assets through the Wisconsin Emergency Management Duty Officer. This type of request is intended for extended duration incidents where Quality and Quantity of

Response takes **precedence** over speed of response. This is not to be confused with an Interdivisional Request for a Strike Team (MABAS Task Force).

Appendix 2

Sample Box Alarm Cards

Sample Box Alarm Cards may be found in either Microsoft “EXCEL” (with instructions on using EXCEL), or Microsoft “WORD” under MABAS Wisconsin Documents, Box Card Design. Both formats will be acceptable to be uploaded to E-SPONDER by MABAS-Wisconsin representative.

This space is reserved for a link to Templates in Box Card Design Section. See the website at: <http://www.mabaswisconsin.org/> , the templates (Excel and Word) are found in the “Getting Started with MABAS” link.

MABAS-Wisconsin Policy & Procedures

Index Number: C-01-03.02 **Interdivisional Box Alarm Procedures**

Subject: Interdivisional Box Alarm Procedures

Functional Area: Mission Support

Category: Guideline

Approved: Approved by the Executive Board on February, 2013

Revised: August 3, 2014

Purpose:

To provide guidance and direction to member divisions, departments and incident commanders with regards to development and utilization of Interdivisional Box Alarm Cards.

Responsibility:

This policy applies to all Mutual Aid Box Alarm System (MABAS)–Wisconsin Divisions and member Departments.

Accountability:

Enforcement of this specific policy rests with the Regional Coordinators and Division Leaders.

Reporting Requirement:

There is no routine reporting requirement for this policy.

Background:

MABAS has long recognized the need to mobilize large numbers of emergency response personnel for major incidents that will exceed the normal response characteristics of a single fire department and even a single MABAS division. Examples of these types of incidents include, but are not limited to, major fires, mass casualty incidents, tornadoes, earthquakes, floods, terrorist attacks, technical rescue events and hazardous materials incidents. MABAS allows for two primary mechanisms for organizing a major response to an incident; Interdivisional Responses and individual State responses through the Wisconsin Fire Service Emergency Response Plan (WFSERP).

Policy:

1. Definitions

1.2 INTERDIVISIONAL BOX ALARM – Interdivisional Box Alarms are an extension of a fire department’s box alarm system for use at major incidents when all alarm levels on the box alarm card have been requested and additional manpower and/or equipment resources are needed or listed Box Alarm companies are expected to be unavailable. This type of response is requested from division to division and is generally used

when speed of response is important and the event will usually be of a shorter duration (less than 12 hours). This may also be used for major incidents prior to activation of state resources when adjacent resources are needed immediately while state response assets are being mustered.

1.3 WFSERP – MABAS in conjunction with Wisconsin Emergency Management (WEM) can mobilize numerous task forces and strike teams of fire, emergency medical, hazardous materials and technical rescue personnel and equipment to respond to a significant incident or disaster. These responses are authorized by the (WEM) Fire Service Coordinator and/or the MABAS Executive Officers and are not designed for speed of response but quantity and sustainability of response to the stricken area. Generally, these responses will last between 72 hours and 10 days. Personnel and equipment responding under the Statewide Response Flow plan generally become assets of the State of Wisconsin.

1.4 TASKFORCE – A MABAS taskforce is comprised of a number of different types of response apparatus and personnel organized to function as a complete response team. There are generally two (2) types of task force responses:

Fire/Disaster

Resource Type	Quantity	Personnel
<i>Chief with Aide</i>	1	2
Engines	3	4
Trucks	1	4
Heavy Squad (or 2 nd Truck)	1	4
Ambulances	3	2
Total Units & Personnel	9	28

Wildland Fire

Resource Type	Quantity	Personnel
<i>Chief with Aide</i>	1	2
Engines	2	4
Tenders	3	2
Grass Rigs	5	2
ATV / UTV	5	2
Total Units & Personnel	16	36

Wildland Fire – Structural Branch

Resource Type	Quantity	Personnel
<i>Chief with Aide</i>	1	2
Engines (Foam Capable)	4	4
Tenders	2	2
Grass Rigs	4	2
ATV / UTV	4	2
Squad	1	4
Total Units & Personnel	16	42

1.5 STRIKE TEAM – A strike team is defined as a fixed number of like units and personnel. Strike teams can be composed of engines, trucks, squads, tenders, ambulances, brush units, divers, hazardous materials or technical rescue.

The following table identifies the types of recognized strike teams for

MABAS and the quantity of response units and/or technicians:

Type	Chiefs	Engines	Trucks	Squads	Tenders	EMS	Brush	Divers	Haz-Mat Techs
Engine	1	5							
Trucks	1		3						
Squads	1			3					
Tenders	1				5				

The following table identifies the staffing levels for all strike team unit types:

Resource Unit Type	Personnel/Unit
Chief with Aide	2
Engine	4
Truck	4
Squad	4
Tender	2
Ambulance	2
Brush Truck	2
ATV	2

1.6 COMBINATION TEAMS – There are many Divisions in the State of Wisconsin that are not entirely capable of supplying a complete Task Force or Strike Team. In such situations, Divisions are encouraged to create Combination Teams with units from neighboring Divisions. Combination Teams need to be approved by the Regional Coordinator before official activation of the Task Force or Strike Team Box Card. Once the teams are established, appropriate cards shall be developed and identified as a Combination Division with the numbers of both Divisions (example Div. 121/114 Task Force). If possible, one (1) Chief from each Division should be included in the team make-up.

2. INTERDIVISIONAL CARD DEVELOPMENT – MABAS Divisions are encouraged to examine available resources from their member departments and develop Interdivisional Box Alarm Cards for any and all resources determined to be available for speed of response deployments generally lasting less than twelve (12) hours. This card is to be developed for outbound resources responding to an incident in another MABAS Division.

2.1 INTERDIVISIONAL BOX ALARM TYPES – The following types of Interdivisional

Box Alarm Cards may be developed:

- Fire/Disaster Taskforce
- Technical Rescue Taskforce
- Dive Rescue Taskforce
- Wildland Fire Task Force
- Engine Strike Team
- Truck Strike Team
- Squad Strike Team
- Tender Strike Team
- Brush Unit Strike Team

2.2 SAMPLE INTERDIVISIONAL ALARM CARDS – Sample taskforce and strike team interdivisional box alarm cards are available at <http://www.mabaswisconsin.org/>.

2.3 CONSIDERATIONS – MABAS Divisions should take the following into consideration when developing Interdivisional Box Alarm Cards:

- 2.3.1 MABAS Divisions should be cautious about committing too many resources from their Division to an interdivisional response. For example, if a MABAS Division only has 2 truck companies, they should not develop a card for a truck strike team.
- 2.3.2 When determining which departments should be included on the interdivisional card, MABAS Divisions should take manpower availability into consideration, especially weekday manpower.
- 2.3.3 For geographically large or populated MABAS Divisions, multiple Interdivisional Box Alarm Cards may be desired based on different geographical areas.
- 2.3.4 MABAS Divisions should have two (2) levels for each Interdivisional Box Alarm Card, Primary and Secondary. Primary Units are first to be dispatched with Secondary Units used for fill-in when necessary.
- 2.3.5 The establishment of a predetermined mustering point is encouraged, where responding resources will gather prior to leaving their Division for the stricken community. If appropriate, multiple mustering points can be established (i.e. north south east west), however only one should be used for a given incident. The mustering location should be noted on the Box Card.

3. REQUESTING AN INTERDIVISIONAL RESPONSE - Generally the Incident Commander of a major incident will recognize the need for additional resources beyond the last alarm on their local box alarm card. At that time, the Incident Commander will request interdivisional resources through their MABAS Division Dispatcher. This process can and should be aided by consulting with the Regional Coordinator if available for the most appropriate response. The Regional Coordinator may choose to select a Divisional response other than recommended on the Box card when all response factors are taken into consideration by the Regional Coordinator. Advance notice shall be given to needed Divisions when possible.

3.1 DETERMINING RESOURCE NEEDS – The Incident Commander must determine the type and quantity of resources needed at the incident. That determination may involve requesting a taskforce assignment or one or more strike teams.

Example 1: An Incident Commander at a major rural fire may require 10 additional tenders to shuttle water. The IC would request two (2) tender strike teams, one from each of two different MABAS Divisions.

Example 2: An Incident Commander at a mass casualty incident may need 20 additional ambulances. The Incident Commander would request four (4) ambulance strike teams, one from each of four different MABAS Divisions.

Example 3: A community is experiencing a rash of fire outbreaks caused by over pressurization of the natural gas distribution system. A senior command officer may request a fire task force assignment from one MABAS Division to help battle the fires.

Example 4: An Incident Commander delegates to the Regional Coordinator to supply the most appropriate Task Force or Strike Team. This process may allow more appropriate teams to be selected and allow the Incident Commander to focus on incident priorities.

4. **DISPATCHING AN INTERDIVISIONAL RESPONSE** – The MABAS Division Dispatcher may receive a request for interdivisional resources to support an incident within their own Division. Additionally, another Division may be requesting resources to be sent to an outside Division.

- 4.1 **REQUEST FOR STRICKEN DIVISION TO RECEIVE AID** – When the stricken MABAS Division Dispatcher receives a request for Interdivisional Mutual Aid from an Incident Commander at an active incident within their Division, the MABAS Dispatcher must confirm the type of Strike Team or Task Force requested. Based on the types and quantities of Interdivisionals requested, the stricken MABAS Division Dispatcher will contact those Divisions listed at the bottom of the original card unless directed otherwise by the Incident Commander.

- 4.1.1 If the stricken department has listed preferences for interdivisional requests on their Box Alarm cards, the stricken MABAS Dispatcher should contact the requested Division(s) in order of preference on the local card. This contact can be via radio (IFERN) or by telephone.

- 4.1.2 In the event that the active Box Alarm Card does not list preferred choices for interdivisional requests, then the local MABAS Dispatcher has the authority to select adjacent Divisions to request aid from. The stricken MABAS Dispatcher should take into account response time and whether or not resources from the neighboring Division(s) are already being utilized at the incident.

- 4.1.3 The stricken MABAS Division Dispatcher requesting

interdivisional mutual aid must continue to monitor the IFERN frequency and account for the interdivisional mutual aid units as they acknowledge response and/or arrive on scene. The inbound units will be encouraged to respond collectively as a single resource and may identify themselves as such. When the inbound units are enroute, the requested (outside, inbound) MABAS Division Dispatcher will notify the requesting (stricken) MABAS Division Dispatch via telephone and advise that all requested units are responding and provide the names of the departments and unit types.

4.1.4 Each MABAS Division Dispatch Center should maintain a map showing the locations of outside MABAS Divisions along with telephone numbers for each MABAS Division Dispatch Center. This information can be found at www.mabaswisconsin.org

4.2 REQUEST FOR DIVISION TO SEND OUTBOUND AID – When the MABAS Division Dispatcher receives a request for outbound Interdivisional Mutual Aid from a stricken MABAS Division, the MABAS Dispatcher must confirm the type(s) and quantities of resources requested, as well as the department requesting aid and the staging area. The MABAS Dispatcher should immediately determine whether or not their Division has appropriate Interdivisional Box Alarm Cards to match the type of response or units requested. If a requested taskforce or strike team card does not exist, the MABAS Dispatcher should immediately decline the request. If a card exists for the type of units or response requested then the following dispatch procedure should be followed:

4.2.1 The MABAS Dispatcher should locate and review the appropriate Taskforce or Strike Team Interdivisional Box Alarm Card for their Division that matches the resource type requested.

4.2.2 The MABAS Division Dispatcher sending aid should activate the MABAS Alerting Tones on IFERN in the same manner as routine Box Alarm. When dispatching Interdivisional requests on IFERN, the MABAS Dispatcher must announce the type of interdivisional request, MABAS Division and Department requesting aid, location of the staging area and units due to respond.

For Example: “MABAS Division 101 to all locals, Division 107 is requesting an Interdivisional Box Alarm for an Ambulance Strike Team for the Greendale Fire Department. Staging will be at Loomis Road and College Avenue. The following ambulances are due: Kenosha, Paris, Somers, Bristol and Silver Lake and a

Chief from Kenosha. Responding units should gather at the mustering point located at _____ and switch to IFERN and acknowledge Division 107 when Strike Team is responding”

4.2.3 When a MABAS Division is sending a complete Taskforce or Strike Team, all responding units are encouraged to muster at a designated Mustering Point and respond to the incident as a single resource. If a MABAS Division is requested to send less than a complete Taskforce or Strike Team, individual units may respond directly to the designated staging area.

4.2.4 The MABAS Division Dispatcher sending aid monitors the IFERN frequency and acknowledges their units responding on the interdivisional request. Once all due units are responding, the MABAS Dispatcher sending aid should contact the MABAS Dispatcher requesting aid via telephone and advise that all requested units are responding and provide the names of the departments and unit types.

4.2.5 In the event that a department due as a primary response unit is not available, the MABAS Dispatcher can fill in from the second level of the Interdivisional Box Alarm card.

4.2.6 A Division may request a total number of units less than a full Strike Team assignment. In that situation, the MABAS Dispatcher sending aid will limit the units assigned from the Interdivisional Card to match the number of units requested.

5. UNIT RESPONSE TO AN INTERDIVISIONAL REQUEST – Units dispatched on an Interdivisional Box Alarm assignment should follow local Division response policies.

5.1 The Taskforce/Strike Team Leader, unless individual units are requested, should notify their Division Dispatcher when the requested units are responding. The stricken Division Dispatcher should be notified when they arrive at the staging area.

5.2 The normal response mode for Interdivisional responses will be non-emergency. Emergency response mode will only be considered if the Stricken Incident Commander or Regional Coordinator requests such a response. An example of the need for emergency response would be when ambulances are being requested for immediate need

at the scene.

5.3 When units are released, the Taskforce/Strike Team Leader, unless units are released individually, should notify the stricken MABAS Division Dispatcher.

6. ROLE OF THE REGIONAL COORDINATOR DURING AN INTERDIVISIONAL RESPONSE – Anytime a Box Alarm reaches a 3rd Alarm, the Wisconsin Emergency Management (WEM) Duty Officer shall be contacted by the stricken MABAS Division Dispatch. The State Duty Officer will notify the Regional Coordinator and the WEM Fire Services Coordinator that a Box Alarm has reached the 3rd Alarm Level.

WEM DUTY OFFICER NUMBER: 1-800-943-0003.

6.1 The Regional Coordinator needs to be aware that a large or critical incident is developing. Sometimes this happens slowly and at times very rapidly. Some incidents by nature require little assistance of the Regional Coordinator even if a Box Alarm is at multiple levels, i.e.: barn fire. The WEM Duty Officer or Regional Coordinator will make this determination.

6.2 The Regional Coordinator once notified of an escalating incident will either contact the affected Division Dispatch or the Command Post to determine the appropriateness of the Regional Coordinator response. If the Regional Coordinator arrives on scene, he/she should initially report to Staging.

6.3 The Regional Coordinator shall be properly identified when responding to a Dispatch Center or an incident scene.

6.4 The Regional Coordinator, working with the Incident Commander, will determine if any Interdivisional responses or other support will be necessary. Once it is determined that an Interdivisional may be requested, the Regional Coordinator will contact the Division Leaders of the expected Support Divisions to give pre-warning when possible.

6.5 During activation, the Regional Coordinator will be assigned to assist the coordination of resources.

6.6 The Regional Coordinator will communicate with the WEM Fire Services Coordinator during an Interdivisional Request to keep WEM informed of incident developments.

6.7 The Regional Coordinator will ensure proper demobilization of resources being released from the incident.

- 6.8 The Regional Coordinator should consider to/from travel times of outside responding divisions when determining the anticipated operational period the outside division will be used in the stricken community.
- 6.9 The Regional Coordinator should assist/remind the Incident Commander of the rehab (hydration/food) needs when arranging for large contingents of responders coming to a stricken community.

MABAS-Wisconsin Policy & Procedures

Index Number: C-01-04.02 Testing of MABAS Alert System

Subject: Testing of the MABAS Alert System

Functional Area: Communications

Category: Procedure

Approved: Approved by the Executive Board June 12, 2008

Revised: April 14, 2016

Purpose

To provide a coordinated schedule for monthly testing of the Mutual Aid Box Alarm System (MABAS) by each MABAS Division's primary and, if appropriate, back-up dispatch center.

Responsibility

This procedure applies to all MABAS Division's primary and back-up dispatch centers.

Accountability

Enforcement of this specific procedure rests initially with the MABAS–Wisconsin Communications Committee, the President of MABAS–Wisconsin, the Vice President of MABAS-Wisconsin.

Reporting Requirement

There is no routine reporting requirement for this procedure.

Background

MABAS Divisions have routinely tested their paging encoders and transmitters on various schedules. Due to the explosive growth of the MABAS system in both Illinois and Wisconsin, a revised schedule was needed and desired.

This procedure coordinates MABAS Alert System Testing in all states MABAS currently operates in.

Procedure

The MABAS–Wisconsin Communications Committee hereby makes the following recommendations for both member and non-member fire departments:

1. Testing of the MABAS system will be done on a monthly basis by each Division. The alerting process will be tested based on a schedule posted on the MABAS Wisconsin website each month to determine that all receivers and tone encoders are working properly. Recognize there are NO receivers capable of decoding the alerting tones on the WISCOM regional talkgroup RCALLx1.
2. There will be a two-minute delay between each test to allow Departments to reset the receivers for the next test and to establish that the auto reset is functioning properly.

3. There is no need to acknowledge receipt of another MABAS Division's test over the Interagency Fire Emergency Radio Network (IFERN). When an actual emergency is active, or becomes active at the same time of a test, the test shall be discontinued.
4. The test will be given as follows:
 - 4.1 "(Department name) testing Division (Number) Mutual Aid Box Alarm Alerting Receivers, reset all receivers for the (name of department testing next) test, (Department Name) Clear, (Call sign)".
 - 4.2 The last Department to test will announce "End of Test" at the end of their test.
EXAMPLE: "MABAS Division 104 testing Division 104 Mutual Aid Box Alarm Receivers, MABAS Division 104, WPXR697, end of test."
5. The monthly test schedule is defined by WEM regions. MABAS Wisconsin recommends the test be carried out on all three dispatch center shifts at 10 am (1st Shift), 8 pm (2nd Shift) and 6:30 am (3rd Shift). The MABAS Wisconsin website will have a database to log monthly testing. Here are the recommended testing days:
 - a. WEM Southeast and WEM Northwest on Mondays
 - b. WEM Southwest on Tuesdays
 - c. WEM East Central on Wednesdays
 - d. WEM West Central on Thursdays
 - e. WEM Northeast on Fridays

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-04.03 MABAS Telecomm List Serve

Subject: MABAS Telecommunicators List Serve

Functional Area: Communications

Category: Policy

Approved: Approved by the Executive Board on October 18, 2006

Revised:

Purpose

To clarify the general policies and procedures related to the use of the MABAS Telecommunicators' List Serve.

Responsibility

This policy applies to all MABAS Divisions, member Departments and all telecommunicators that are involved in the handling of MABAS radio traffic. There is no requirement by members to partake of this computer based forum. It is meant an electronic meeting place to get information and discussion on MABAS Dispatch and communications topics.

Accountability

Enforcement of this specific policy rests initially with the Co-Chairs of the MABAS Telecommunications, Communications, and Dispatch Centers Committee, then the MABAS CEO, followed by the MABAS President, 1st Vice President and 2nd Vice President.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

The telecommunicators that support the MABAS activities have expressed a desire to have an electronic method to contact each other in a List Serve environment.

At the MABAS Telecommunicator's Conference in March 2006 MABAS acknowledged the request to set up a communications network for telecommunicators.

As a result the Communications Committee has developed this work plan to address the implementation and oversight of this electronic communications system.

Policy

The MABAS-Wisconsin Communications Committee hereby makes the following recommendations for both member and non-member fire departments:

1. Membership

- 1.1 Membership in the List Serve shall be limited to Chief officers or the designees, Communications Supervisors and those telecommunicators that have an involvement/or interest with the dispatching of MABAS alarms or equipment due to respond to the alarms.
- 1.2 The List Serve Moderator shall review all requests for membership.
- 1.3 Those individuals that don't meet the requirements set forth in paragraph 4.1 will be notified that they are not eligible for membership.
- 1.4 All messages will be reviewed by the List Serve Moderator prior to it being posted on the List Serve.
- 1.5 The MABAS Telecommunicator List Serve Moderator is authorized to grant membership to the List Serve and is also empowered to remove individuals for violating these guidelines or otherwise abusing the List Serve.

2. List Serve Guidelines: The MABAS Telecommunications, Communications and Dispatch Committee establishes this set of guidelines for the use of the MABAS Telecommunicator List Serve:

- 2.1 Keep it Legal – do not distribute, or disseminate defamatory, infringing, obscene, or other unlawful material or information. Do not use the MABAS Telecommunicator List Serve to publish or post material protected by intellectual property laws, rights of privacy or publicity or any other applicable law unless you own or control the rights thereto or have received all necessary consents. Where quotes are used or references are made appropriate credit shall be given to the original author. MABAS is not responsible for any use of anything you say or post. All applicable federal, state and local laws apply.
- 2.2 It is the responsibility of the sender to, when appropriate; identify any restrictions on the distribution of information in the posting.
- 2.3 Do not post any materials (including software and other information) that could harm (or is designed to harm) other users' computers or would allow others to inappropriately access software or Web sites. MABAS does not allow posting or use of computer programs that contain destructive features such as: viruses, worms, Trojan Horses, or bots for the use of scrolling, showing multiple screens, and other activities that can be disruptive to online communication.
- 2.4 Do not use the MABAS Telecommunicator List Serve to threaten, harass or abuse others.
- 2.5 Refrain from all expressions that reflect negatively on yourself and others.
- 2.6 MABAS does not tolerate disruptive activity online, such as persistent off-topic comments and postings or statements that incite others to violate these guidelines or participate in illegal activities.
- 2.7 Falsely impersonating an MABAS Board Member, employee or any other person with the intent to mislead or cause harm to others is forbidden.

2.8 The MABAS Telecommunicator List Serve shall not be used as a forum to advertise or promote any products or services for sale or lease, etc. General discussions concerning actual experiences with a product or service are permitted.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-05.01 Audible Emerg. Warning at Inc. Scenes

Subject: Audible Emergency Warning at Incident Scenes

Functional Area: Communications

Category: Policy

Approved By: Approved by the Executive Board on June 12, 2008

Revised:

Purpose

This policy is to give assistance and direction to member departments and the incident commander (IC) with regards to audible signals for use at incident scenes to alert personnel of impending or imminent danger.

Responsibility

This policy applies to all MABAS-Wisconsin Divisions and member Departments.

Background

Various procedures have been enacted by member departments and MABAS to alert personnel at emergency scenes of impending or imminent dangers including flashover, building collapse, downed power lines, missing firefighter, change from offensive to defensive operations and many other potentially dangerous events or situations. The need to coordinate audible warning sounds including the use of apparatus air horns or audible tone encoders on command radios has become apparent. It is also recognized that an Incident Commander should also have the ability to emit an attention getting signal on fireground frequencies to warn firefighters of impending danger.

This policy does not address the use of MDC 1200 or other automatic number identification protocols or the use of “emergency” buttons on mobile and portable radios. This policy will provide uniform information for all MABAS member departments at both MABAS and non-MABAS incidents.

Policy

- A. AIR HORNS:** The (IC) shall order the air horns to sound on one or more fire apparatus at an incident scene when necessary to immediately warn all personnel working at an incident, when necessary, to immediately evacuate the building or hot zone. Examples of when air horns should be sounded include, but are not limited to: impending collapse, flashover, explosion, hazardous atmosphere, etc. Apparatus Operators shall sound the air horns, using a sequence of air horn blasts that shall not exceed 10 seconds in length followed by a 10 second period of silence, and this done three (3) times. **(NFPA 1500, A.8.1.11)**
- B. RADIO ALERT TONE:** When so equipped, the IC shall cause an audible alert tone of 1500 Hz to be transmitted for three (3) to five (5) seconds over all fireground frequencies in use. Examples for the use of the radio alerting tone include, but are not limited to:

- **EVACUATION:** Anytime during an incident when it is necessary to immediately evacuate a building, trench, confined space, hazardous area or other position when such evacuation is necessary to protect the safety of personnel working the incident.
- **DANGEROUS SITUATION:** Alerting personnel to an unusual condition or situation at the scene of an emergency that puts personnel at increased risk. These situations may include, but not be limited to, downed power line, unstable wall or structure, vicious animal, or other safety related situation or message.
- **PERSONNEL ACCOUNTABILITY REPORT:** To alert crews working an emergency incident of an impending Personnel Accountability Report (PAR).
- **EMERGENCY TRAFFIC:** To alert personnel to clear a fireground or other frequency due to a request to pass emergency traffic to the incident commander.

C. RADIO ALERT TONE PROCEDURE: When an IC determines that an emergency exists or a potential situation exists that adversely affects the safety of personnel working at the incident, and the IC has the capability to transmit a radio alert tone, the following process is hereby recommended:

- **FIREGROUND FREQUENCIES:** Starting with the primary tactical frequency (firefighters in greatest danger) the IC shall cause the Radio Alert Tone to be transmitted following immediately by the phrase “**ALL UNITS STAND BY FOR EMERGENCY TRAFFIC**” followed immediately by a description of the emergency or situation.
- - For example, the Safety Officer determines that a structure has become unstable and the IC orders an evacuation of interior companies. The following transmission should be broadcast on each fireground channel in use at the incident: **Transmit Radio Alert Tone: announce “EMERGENCY TRAFFIC ALL PERSONNEL EVACUATE THE BUILDING DUE TO IMPENDING COLLAPSE”** (The alert tone and announcement should be repeated.)
- **IFERN/DISPATCH FREQUENCY:** The IC may elect to transmit the radio alert tone and emergency traffic message over the local dispatch channel. The format for transmission of emergency traffic over the Interagency Fire Emergency Radio Network (IFERN) or local dispatch channel should follow the same procedure as described in Section 4.3.1.

Conclusion

This policy provides direction for the use of audible warning tones and air horns at the scene of an emergency.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-05.02 Wisconsin Tac. Freq. Usage and ICS

Subject: Wisconsin Tactical Frequency Usage

Functional Area: Communications

Category: Policy

Approved By: Approved by the Executive Board on April 14, 2016

Revised: April 14, 2016

Purpose

To provide a policy for member departments and their personnel for establishing an effective communications component for the Incident Action Plan at both routine and major emergency incidents.

Responsibility

This policy is applicable to all MABAS-Wisconsin member agencies. This procedure is intended to comply with the operational concepts provided under and in support of the National Incident Management System (NIMS), the Unified Incident Command System (UCS) and the Incident Command System (ICS) principles.

Accountability

The Authority Having Jurisdiction (AHJ) will be in charge of the Incident Communications Plan.

Reporting Requirement

None.

Background

The MABAS organization has grown significantly over the past few years in size, geographical service area and responsibility. The complex nature of the various incidents that member fire departments respond to has mandated the use of additional mutual aid dispatch, coordination and tactical operations radio channels to effectively manage these incidents. As a result, the MABAS-Wisconsin Communications Committee has developed this policy to assist local Incident Commander (IC) with the task of implementing a communications plan at all emergency incidents and training evolutions.

Definitions

Dispatch – Local frequency normally used for daily dispatch (base/mobile) of emergency calls.

IFERN – MABAS mutual aid dispatch and response frequency (base/mobile).

IFERN2 - Alternate mutual aid dispatch and response frequency (base/mobile).

Fireground – Low power tactical frequencies used for on-scene communications between the Incident Commander and units working the incident.

FG RED
FG WHITE
FG BLUE

FG GOLD
FG BLACK
FG GRAY

Policy

This policy was developed to aid in preparing the communications component of an Incident Action Plan.

Please consider that it is extremely difficult for a single individual to effectively monitor more than 1 or 2 radio frequencies during an emergency incident. As the communications plan becomes more complex, the Incident Commander (IC) must rely on aides to assist with communications management at the Command Post.

Occasionally, a jurisdiction may respond to multiple simultaneous incidents, or neighboring jurisdictions may experience simultaneous emergencies. Use of a single fireground channel for both incidents may be counterproductive and cause unnecessary harmful interference. Incident Commanders at subsequent incidents should consider adjusting their communications plan and assign a different primary fireground channel to avoid operational difficulties.

The frequency use matrix below can be used as a quick reference sheet for the incident command, emergency operations center or other communications personnel:

Wisconsin NIMS Tactical Radio Channel Guideline

MABAS Wisconsin **STRONGLY RECOMMENDS** all fire departments develop an ICS 205 form for communications. Review this form with Division and Interdivisional Mutual Aid Partners on a regular basis

Guideline channel assignments for specific functions at mutual aid incidents.

Function	Primary	Alternate
IC to Local Dispatcher	Local Dispatch	
IC to MABAS Dispatcher	IFERN	
Staging	IFERN	
Scene/First Due Companies	FG RED	FG GOLD
Interior/Fire Companies	FG RED	FG GOLD
Operations Officer	FG RED	FG GOLD
Safety Officer	FG RED	FG GOLD
RIT Team(s)	FG RED	FG GOLD
Accountability	FG RED	FG GOLD
Water Supply	FG BLUE	
Truck Operations	FG RED	FG GOLD,
Logistics	FG WHITE	
Public Information Officer.....	FG WHITE	
Liaison Officer(s)	FG WHITE	
Support Functions	FG WHITE	
Extrication & Manpower	FG RED	FG GOLD
Triage Sector	EMS C	
Treatment Sector	EMS C	
Transport to Ambulances	IFERN2	
Transport to Medical Control.....	EMS B	EMS A
Helicopter Landing Zone	MARC2	EMS C
Technical Response Team Entry	MARC3	
Technical Response Team Ops.....	MARC4	
Haz-Mat Resource	VCALL10	
Haz-Mat Operations	VTAC11	VTAC12
Haz-Mat Entry/Backup	VTAC13	VTAC14
Dive Master / Dive Operations	FG BLUE	FG GRAY
Interagency Dive Master / Operations	MARC 3	MARC 4
Boat Operations	FG BLUE	FG GRAY
Base Camp Operations	IFERN2	
Fire Operations	FG RED	FG GOLD
DNR Wildland Fire Coordination.....	FG BLUE	
EMS Operations	FG BLUE	
Interdisciplinary Coordination	MARC1	
<i>(MARC 1 repeater must to turned on to use and off at end of the incident)</i>		
Investigations	Local Dispatch	
Evacuation	MARC4	
Traffic Control	VLAW31	
National Search & Rescue Team Liaison	VSAR16	

MABAS Wisconsin reminds all fire departments there are logistical and operational talkgroups on WISCOM that provide local, regional and statewide interoperability. Refer to Policy C-01-07.00 for additional WISCOM information.

Conclusion

The foregoing information provides a uniform approach for MABAS Wisconsin members to develop the communications component of an Incident Action Plan – Form 205. The local incident commander is responsible for establishing a communications unit to coordinate frequency usage. Local conditions must be taken into consideration when implementing this procedure. Preplanning the ICS 205 well in advance of an incident is highly recommended.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-05.03 Medical Helo Comms.

Subject: Medical Helicopter Communications
Functional Area: Operations
Category: Policy
Approved: Approved by the Executive Boards on October 9, 2008
Revised:

Purpose

This policy covers the use of Mutual Aid Radio Channel 2 (MARC2), or Emergency Medical Services Coordination (EMS C) for medical helicopter landing zones in the absence of a dedicated radio frequency for flight emergency coordination in your division. This policy also covers the use of 156.800 Carrier Squelch (cs) and 157.100 MHz (cs) as the frequencies to be used for operations with the U.S. Coast Guard and rescue helicopters.

Responsibility

This policy applies to all Mutual Aid Box Alarm System (MABAS) Wisconsin member agencies. It is encouraged that all fire departments and related emergency response organizations throughout Wisconsin adopt the procedures set forth herein.

Accountability

Enforcement of this specific policy, as it relates to MABAS-Wisconsin, rests initially with the MABAS-Wisconsin Communications Committee, then the President of MABAS-Wisconsin, then by the Vice-President of MABAS-Wisconsin and ultimately by the Wisconsin State Interoperability Council (SIC).

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

Departments, in some areas of the Midwest, frequently request medical evacuation helicopters to the scenes of accidents and other emergencies.

Helicopters landing at scenes where incidents are in progress can disrupt critical communications at the scene, with other responding units, staging, etc. Likewise, other incident related radio traffic can interfere with safety related transmissions between the landing zone sector and the medical helicopter.

Radio communications from medical helicopters while in flight can cover great geographic areas due to their antenna height. Helicopters responding to an incident in one jurisdiction can cause, or receive, harmful interference to/from an in-progress MABAS box alarm in another jurisdiction, if MABAS dispatch and/or fireground tactical frequencies are used.

Some departments that work close to the border of Illinois have Fireground Green programmed in their radios. Although this channel has been licensed for use in some counties in Illinois, this channel is not, and will not be licensed in the State of Wisconsin due to the possibility of co-channel interference issues, among other issues. It is therefore not allowed to be used in the State of Wisconsin for landing zone or MABAS communications.

There are also times where the U.S. Coast Guard may be asked to respond to an emergency scene for medical or search and rescue operations. Their radio frequencies of choice are Marine Channel 23A (VHF 157.150 MHz on carrier squelch) and Marine Channel 16 (156.800 MHz on carrier squelch). Private search and rescue organizations should use National Search & Rescue (NATSAR 155.160, CTCSS tone 127.3).

Policy

The MABAS-Wisconsin Communications Committee establishes the following policy for communications between fire department units and medical helicopters:

4. The use of IFERN (154.265 MHz) or FG RED, FG WHITE, FG BLUE, or FG BLACK, FG, GOLD, FG GRAY OR GREEN Fire Ground frequencies for medical evacuation helicopter landing zones is not acceptable.
5. The use of MARC2, or EMS C, is appropriate for landing zone coordination or ambulance-to-helicopter communications.
6. MARC2 is the primary channel of choice throughout the state for landing zone communications. Where interference, other use in progress, or adjacent state operations make the use of MARC2 (151.280 MHz CTCSS tone 136.5 undesirable, the state EMS coordination channel EMS C (155.280 MHz) can be used as an alternative.
7. Communications with the U.S. Coast Guard should be directed to either VHF 157.100 cs. or 156.800 cs.
8. Communications with private Search and Rescue teams and/or helicopters should be conducted on NATSAR 155.160, CTCSS tone 127.3).

Conclusion

Proper use of available radio frequencies can eliminate harmful interference between MABAS incidents and medical helicopters. Nothing in this statement is intended to discourage the use of other licensed frequencies not specified herein for use during helicopter landing zone situations; however the responsibility for communications is with the local incident commander.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-06.01 Website Management

Subject: Website Management

Functional Area: Communications

Category: Policy

Approved: Approved by the Executive Board on June 12, 2008

Revised:

Purpose

To clarify the general policies and procedures for the Mutual Aid Box Alarm System (MABAS)–Wisconsin Communications Committee to maintain all of the MABAS–Wisconsin Websites

Responsibility

This policy describes the maintenance and oversight of the following websites that are affiliated with MABAS–Wisconsin and managed by the MABAS–Wisconsin Communications Committee:

www.mabaswisconsin.com

www.mabaswisconsin.org

Accountability

Enforcement of this specific policy rests initially with the MABAS–Wisconsin Communications Committee, then the President of MABAS–Wisconsin, and then the Vice-President of MABAS–Wisconsin.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

In order to properly disseminate timely and accurate information to MABAS–Wisconsin members, potential members, the following describes an Internet-based method of information exchange.

Policy

The MABAS–Wisconsin Communications Committee hereby makes the following policy website management:

1. www.mabaswisconsin.com
2. www.mabaswisconsin.org

- Creative design and non-informational format will be left up to the MABAS–Wisconsin Communications Committee’s Website Manager. This site will be highly informational, attractive, professional-looking, up to date, and act as a useful tool for MABAS – Wisconsin agencies to retrieve valuable information and forms.
- Content will be moderated by the MABAS–Wisconsin Communications Committee Website Manager with input from the MABAS–Wisconsin Communications Committee and the President of MABAS–Wisconsin. Submissions shall be sent to the MABAS - Wisconsin Communications Committee Website Manager via the email-link as found on the websites.
- Webmasters will be supervised by the MABAS–Wisconsin Communications Committee Website Manager.
- Any links to other MABAS–Wisconsin Division websites will contain disclaimers that the MABAS–Wisconsin organization is not responsible for the accuracy of information posted on other websites.

Conclusion

This policy should be useful for webmasters, website users, and the MABAS–Wisconsin Communications Committee and Executive Board to ensure that proper information is disseminated while stating policy that will prevent the dissemination of sensitive, secure, or privileged information.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-06.02 Radio Tech Guidelines

Subject: Radio Technician's Guidelines

Functional Area: Communications

Category: Guideline

Approved: Approved by the Executive Board on June 12, 2008

Revised: April 14, 2016

Purpose

To provide a source for radio technicians, both independent radio shops and in-house radio programmers, so that mobile and portable radios will contain proper features to adequately function within the guidelines of the various MABAS–Wisconsin Policies, Procedures and Guidelines.

Responsibility

This information can be utilized by all fire departments and their respective radio technicians.

Accountability

This is a guideline only. Enforcement of radio operations and licensing rests with the Federal Communications Commission (FCC).

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

The MABAS Communications Committee has fielded questions from radio shops and fire agencies which are looking for guidance on programming features, channel designators, and other radio parameters that are necessary to attain interoperability with all MABAS agencies.

Guideline

The MABAS-Wisconsin Communications Committee hereby makes the following recommendations for both member and non-member fire departments:

1. CHANNEL SPECIFICATIONS AND NOMENCLATURE:

Freq: TX/RX	CTCSS Tone	Name	Display
154.2650	210.7	Interagency Fire Emergency Radio Network	IFERN
154.3025	67.0	Interagency Fire Emergency Radio Network 2	IFERN2
153.8300	69.3	Fire ground RED	FG RED
154.2800	74.4	Fire ground WHITE	FG WHITE
154.2950	85.4	Fire ground BLUE	FG BLUE
153.8375	91.5	Fire ground GOLD	FG GOLD
154.2725	94.8	Fire ground BLACK	FG BLACK
154.2875	136.5	Fire ground GRAY	FG GRAY
851.450 MHz	156.7	800 MHz TAC RED	8TACRED
851.950 MHz	156.7	800 MHz TAC WHITE	8TACWHITE
852.450 MHz	156.7	800 MHz 8 TAC BLUE	8TACBLUE
852.950 MHz	156.7	800 MHz 8 TAC GOLD	8TACGOLD
853.450 MHz	156.7	800 MHz 8 TAC BLACK	8TACBLACK
853.950 MHz	156.7	800 MHz 8 TAC GRAY	8TACGRAY

- Note: The radio's LCD display may also contain channel number as space allows, i.e. "4 IFERN".
- Note: MABAS recommends that "full TX/RX" CTCSS be implemented on portables and mobiles.

2. CHANNELIZATION:

Radio Frequency Inclusion Recommendations

The following is the proposed MABAS Wisconsin Frequency priority list. We would suggest starting at the top and working your way down the list putting as many frequencies as possible in your radios. *It is not so important what channel the frequency is on as it is important to at least have the frequency in the radio.* Each individual radio will dictate how many channels and which band (VHF and/or 800 MHz) can be programmed. Sixteen channel radios should make every effort to include the eight MABAS frequencies plus as many MARC channels as possible. Thirty two and forty eight channel radios should have no problem accommodating the entire list below. We are flexible but this makes the most sense. Fire or EMS apparatus from SE Wisconsin could travel to NW Wisconsin and have the ability to communicate with local fire departments on both mobile and hand held radios if we all at least have the MABAS and MARC frequencies programmed. The list is consistent with the IC recommendations for what frequencies should be included in radios. Any radio equipment purchased with Office of Justice Assistance (OJA) grants must have these frequencies programmed.

IFERN, FG RED, FG WHITE, FG BLUE, FG GOLD, FG BLACK, FG GRAY, IFERN2, MARC1, MARC2, MARC3, MARC4, VCALL10,

VTAC11, VTAC12, VTAC13, VTAC14, EMS A, WEM CAR, VLAW31, POINT, EMS B, EMS C.

3. SCAN FEATURES:

The MABAS Wisconsin Communications Committee **STRONGLY RECOMMENDS PORTABLE RADIOS NOT** be programmed to allow scanning when on operational fire ground channels. This is a radio software defined option. For other channels the following guidelines would be appropriate:

3.1 Scan List: A list of channels should be limited to tactical channels or essential channels for the command function. Scan lists should be limited to IFERN, Fireground channels, and main dispatch channel. This is a local decision based on local policy, however, lower-priority channels or seldom used channels should probably not be included in a scan list when in a tactical mode.

3.2 Deletion of “talk-back” scan: This feature moves the transmit frequency to the channel where last activity occurred. In this scan mode, the operator may actually transmit on an undesired channel because the radio sensed activity on a non-primary channel

3.3 Use of “Priority Scan”: Radios should be configured so that the scanner’s priority follows the selected channel. Regardless of how many channels are in a given scan list, priority is given to the channel that is selected by the channel selector. Activity on the selected channel will be given priority over activity on any other channel in the scan list.

4. CHANNEL GUIDE:

Because most popular radios are multi-channel, it is recommended that a channel guide be available to the operators. A laminated card, label, or engraved plate should be available on the front of the radio case, or on the radio’s holster. Mobile radios should have a similar channel guide in plain view near the radio.

Mobile and portable radios with alpha-numeric displays may not require any type of placard, card, or label unless special instructions are desired.

5. PORTABLE RADIO SPEAKER MICROPHONE & PUBLIC-SAFETY MICROPHONE:

There are many options for speaker-microphones and accessories. Here are a few recommendations:

5.1 Speaker Mic: Speaker microphones (coiled cord with microphone containing a push-to-talk switch, and speaker), when used, still allows the portable-radio antenna to be away from the operator’s body, per manufacturer’s guidelines.

5.2 Public-Safety Mic: Public-safety microphones (straight or nearly straight cord with speaker, microphone, push-to-talk switch, and remote antenna). The installation must strictly adhere to manufacturers guidelines and must remain unmodified. The mic-mounted remote antenna must remain in place since the portable-mounted antenna is automatically disconnected once the public-safety microphone is attached to the radio. The proper band antenna

needs to be used. Even though a UHF antenna may be shorter and “more convenient”, it does not perform properly on a VHF radio. It can cause damage to the radio, and it will degrade performance.

6. MOBILE RADIO ANTENNAS:

6.1 Glass-mounted Antennas: There are various manufacturers who make on-the-glass antennas for VHF. Many do not perform to public-safety-grade standards. This leads to poor reception, decreased transmit power, interference to other mobile radios, poor ground, and other problems. These antennas, if used at all, should be used with a high degree of caution.

6.2 Mounting Positions of Permanent Antennas: Antennas mounted on the body of a vehicle should be as high as possible, and as centered as possible for best performance.

6.3 Mobiles that require more than one radio antenna should consider antenna spacing based on 1/8-wavelength null. This helps to reduce in-band and cross-band interference between radios.

7. MOBILE RADIO POWER SETTINGS:

7.1 It is recommended that mobile radios be programmed or adjusted with power setting not to exceed 10 watts on all Fireground channels. High power settings (over 25W) is strongly recommended on IFERN, IFERN2, or as needed for authorized frequencies other than the identified Fireground frequencies.

7.2 It is recognized that some legacy mobile radios only have one power setting, often at 100 Watts. As mobile radios are replaced, MABAS encourages compliance with the low-power guidelines for fireground channels.

7.3 Power should be programmed or adjusted using good engineering practices with trained personnel using professional-grade test equipment such as dummy loads, service monitors and watt meters.

Conclusion

This guideline should be useful for radio technicians, or those who are competent in the use of radio programming software, in properly setting up mobile and portable radios to ensure MABAS interoperability. It is hoped that technicians can use this guideline to counsel the users so that optimal radio performance is achieved.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-07.00 WISCOM Policy and Talkgroups

Subject: WISCOM Policy and Talkgroups

Functional Area: Communications

Category: Policy

Approved: April 14, 2016

Revised:

Purpose:

To define the policies related WISCOM service specific talkgroups.

Background:

The State of Wisconsin was asked to create a series of service specific talkgroups on the statewide WISCOM P25 trunking radio system for use by groups of public safety emergency response entities that come together during emergency events from different geographic regions of the State to form a specialty team to assist in the stabilization, control, and/or mitigation of a emergency situation or event. These specialty talkgroups are enabled for statewide communications capability on WISCOM to facilitate communications between units on a wide area basis which is not possible using conventional local or interoperability radio channels such as MARC1, VLAW31 or IFERN. These talkgroups are established to allow communications between field units, Dispatch Centers, and with units at the event location for purposes of coordinating assembling resources at a gathering point, and for response to the event's reception or staging location. Once in staging or on scene, all communications will normally move to traditional conventional and/or tactical channels.

Policy:

1. SERVICE SPECIFIC TALKGROUPS: The State of Wisconsin has created the following WISCOM service specific talkgroups:

- MABAS1
- MABAS2
- HAZMAT
- COLLAPSE
- EPS1

2. ELIGIBILITY: All public safety entities authorized to operate on WISCOM are encouraged and authorized to program the appropriate service talkgroups in their mobile, portable, control station radios, and/or dispatch consoles in accordance with the following Policy:

2.4 DISPATCH CENTERS/EOCs/MOBILE COMMAND VEHICLES: Dispatch Centers, EOCs and Mobile Command Vehicles are authorized to program all service specific talkgroups in any radios, control stations and/or dispatch consoles.

- 2.5 **RESPONDERS:** Responders are authorized to program service specific talkgroups in their mobile, portable, control station radios, and/or dispatch consoles in accordance with the following Policy:
 - 2.5.1 **MABAS1/MABAS2:** All public safety entities (EMS, Emergency Management, Fire, Law Enforcement) that are part of a recognized MABAS-Wisconsin Division are authorized to program the MABAS1 and MABAS2 talkgroups in their radios.
 - 2.5.2 **HAZ-MAT:** Any public safety entities (EMS, Emergency Management, Fire, Law Enforcement) unit that is part of a Type 1, Type 2, Type 3, or Type 4 Hazardous Material response team recognized by the State of Wisconsin – Wisconsin (Division of) Emergency Management is authorized to program the HAZ-MAT talkgroup in their radios.
 - 2.5.3 **COLLAPSE:** Any public safety entities (EMS, Emergency Management, Fire, Law Enforcement) unit that is part of the Statewide Collapse Rescue Team recognized by the State of Wisconsin – Wisconsin (Division of) Emergency Management is authorized to program the COLLAPSE talkgroup in their radios.
 - 2.5.4 **EPS1:** Any public safety entities (EMS, Emergency Management, Fire, Law Enforcement) unit that is part of a defined local, county, regional, state, or Federal specialty response teams (SWAT, Crowd Control, EOD, ALERT, IMT, etc.) recognized by the State of Wisconsin – Wisconsin (Division of) Emergency Management – Emergency Police Services is authorized to program the EPS1 talkgroup in their radios.
- 2.6 **OTHER AUTHORIZED UNITS/ENTITIES:** Other units and/or entities approved by WISCOM are authorized to program service specific talkgroup(s) in their radios on a temporary or permanent basis as designated by WISCOM.
- 3. **USE:** The service specific talkgroups are available for use to facilitate communications between field units, Dispatch Center, EOCs, and with units at the event location for purposes of coordinating assembling resources at a gathering point, and for response to the event reception and/or staging area. Once in staging or on scene, all communications will normally move to traditional conventional and/or tactical channels or talkgroups. The service specific talkgroups may also be used by units returning from an event, for training purposes that do not cause interference with an active incident, and on a limited basis for administrative communications by eligible entities.

The intended uses of each talkgroup includes:

- 3.1 **MABAS1:** MABAS1 shall be the primary administrative, cold-calling, and response/movement channel for:
 - 3.1.1 Administrative communications between MABAS entities on a limited basis as long as it does not interfere with incident related communications.

- 3.1.2 Cold-calling between MABAS entities or with the MABAS-Wisconsin Dispatch Center (“Badger Red Center”) as long as it does not interfere with incident related communications. The MABAS-Wisconsin Dispatch Center (“Badger Red Center”) shall monitor MABAS1 as much as practical.
- 3.1.3 Wide-area or inter-Divisional MABAS responses for communications between field units, the MABAS-Wisconsin Dispatch Center (“Badger Red Center”), EOCs, and/or with units at the event location.
- 3.2 **MABAS2:** MABAS2 shall be for logistics communication by WEM, the MABAS Executive Board, MABAS Regional Coordinators, and event location coordinators.
- 3.3 **HAZ-MAT / COLLAPSE:** The HAZ-MAT and COLLAPSE talkgroups shall be available to eligible entities for administrative, training, and response communications specific to the appropriate team(s).
- 3.4 **EPS1:** The EPS1 talkgroup shall be available to WEM-EPS, the EPS Regional Coordinators, dispatch centers, EOCs, field units, and event location coordinators to facilitate logistics and movement communication for defined local, county, regional, state, or Federal specialty response teams (SWAT, Crowd Control, EOD, ALERT, IMT, etc.).

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-07.02 Transmit Power Limitations

Subject: Transmit Power Limitation

Functional Area: Communications

Category: Policy

Approved: Approved by the Executive Board on June 12, 2008

Revised:

Purpose

To encourage all Mutual Aid Box Alarm System (MABAS)-Wisconsin members and other response agencies to limit radio transmit power on fireground operations frequencies.

Responsibility

This policy applies to all MABAS–Wisconsin member agencies. It is encouraged that all fire departments and related emergency response organizations throughout Wisconsin adopt the procedures set forth herein.

Accountability

Proper operation of radio equipment within the authority of the Federal Communications Commission (FCC) radio licenses are the responsibility of every individual fire department and, therefore, compliance with this guideline ultimately rests with each agency chief officer. Enforcement of radio rules is the responsibility of the FCC. Enforcement of this specific guideline as it relates to MABAS-Wisconsin rests initially with the MABAS-Wisconsin Communications Committee, President of MABAS-Wisconsin, and Vice-President of MABAS-Wisconsin.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

Many fire department mobile radios have the ability to transmit at radio frequency power levels up to 110 watts. High transmit power levels may be desirable or necessary for communications with dispatch, hospitals or other mobile units at great distances. These higher power levels are not generally necessary for operations at fireground and other emergency incident scenes that cover very small geographic areas. In fact, for example, base station or high power mobile operations could cause harmful interference to low power portable radios operating on the interior of a working structure fire.

Use of lower power levels on fireground frequencies also allows the reuse of those frequencies at incidents in neighboring jurisdictions without causing harmful interference.

Many newer radios have the ability to program various output power levels by frequency or mode. Fire departments have also installed secondary low power “fireground” radios into staff and command vehicles for use on fireground frequencies at emergency scenes.

Guideline

The MABAS-Wisconsin Communications Committee hereby makes the following policy for both member and non-member Departments:

- Operations on fireground frequencies should be limited to ten (10) watts.
- The use of base radios, including low power portable radios utilizing fixed (base station) antennas is strongly discouraged.
- Emergency response agencies are encouraged to inventory their mobile radio equipment and, if possible, modify these units for low power operation on all fireground radio frequencies.
- MABAS-Wisconsin Communications Committee recognizes that vehicle cross-band repeaters may have to be used to patch together analog simplex fireground frequencies from two differing radio bands. All patching is to be under the direction and control of the authority having jurisdiction (AHJ) of the incident.

Conclusion

The elimination of high power transmission and transmissions from fixed antenna sites on fireground frequencies will improve the safety of operations at fires and other emergencies. Low power fireground transmissions will also facilitate the reuse of fireground frequencies at multiple incidents without unnecessary interference.

APPENDICES

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: Appendix A WEM 8

Subject:	Wisconsin Administrative Rule Chapter WEM 8
Functional Area:	Administration
Category:	Policy
Approved:	Wisconsin Legislature, December 1, 2006
Revised:	

Chapter WEM 8:

MUTUAL AID BOX ALARM SYSTEM STANDARDS AND PROCEDURES

- WEM 8.01 Purpose
- WEM 8.02 Definitions
- WEM 8.03 Levels of Response Types
- WEM 8.04 Procedure for Providing Mutual Aid
- WEM 8.05 Types and Classing of Resources
- WEM 8.06 Communications
- WEM 8.07 Coordinators
- WEM 8.08 Credentialing
- WEM 8.09 Limitations on Coverage
- WEM 8.10 Compensation
- WEM 8.11 Participation

WEM 8.01 Purpose. The purpose of this chapter is to establish standards for the adoption of the Mutual Aid Box Alarm System, also known as MABAS, by a local governmental unit as a mechanism to be used for mutual aid for fire, rescue, and emergency medical services and associated special operational services as required in s. 166.03 (2) (a) 3., Stats.

WEM 8.02 Definitions. In this chapter:

- (1) “Aiding unit” means a MABAS member unit furnishing equipment, personnel or services to a stricken unit.
- (2) “Apparatus guidelines” means apparatus defined and incorporated into the MABAS general operating procedures.
- (3) “Chief Officer” means the highest ranking officer within a fire, rescue or emergency medical services unit.
- (4) “Emergency” means an occurrence or condition in a stricken unit’s territorial jurisdiction which results in a situation of such magnitude or consequence that it cannot be adequately handled by the resources of that unit, so that it determines the necessity and advisability of requesting mutual aid.
- (5) “Emergency medical services system” means the method for establishing a system for the appropriate management for the medical treatment and transport of the public in pre-hospital or inter-facility settings or from facilities or institutions providing health services under ch. TRANS 309 and chs. HFS Chapters 110 to 113.
- (6) “Fire department” has the meaning given in [s. 66.0314 \(1\) \(c\)](#), Stats.
- (7) “Incident command system” has the meaning specified in s. 166.02 (6m), Stats. and follows the guidelines of the National Incident Management System, also known as NIMS.

- (8) “Local governmental unit” has the meaning given in 19.42 (7u), Stats., and also includes a tribe or band.
- (9) “MABAS, or ‘Mutual Aid Box Alarm System’ box card” means a printed form containing details of departments, specialized personnel and equipment to respond to a given geographical area, target hazard or specialized response within a community.
- (10) “MABAS, or ‘Mutual Aid Box Alarm System’ division” means the geographically associated MABAS member units which have been grouped for operational efficiency and representation of those MABAS member units.
- (11) “MABAS or ‘Mutual Aid Box Alarm System’ executive board” means a statewide oversight board comprised of one designated representative from each MABAS region.
- (12) “MABAS or ‘Mutual Aid Box Alarm System’ interdivisional card” means a MABAS box card designated for interdivisional mutual aid, listing a MABAS division’s equipment available to respond based on the type of equipment and location.
- (13) “MABAS or ‘Mutual Aid Box Alarm System’ member unit” means a local governmental unit including but not limited to a county, city, village, town, tribe or band, emergency medical services district, or fire protection district, having a fire department recognized by the State of Wisconsin which is a party to the MABAS agreement and has been appropriately authorized by the governing body to enter into such an agreement.
- (14) “MABAS or ‘Mutual Aid Box Alarm System’ region” means the WEM regional areas as identified by the Adjutant General under ss. 166.03 (2) 6. (b) 1., Stats.
- (15) “Mutual Aid Box Alarm System”, or MABAS, means a definite and prearranged plan whereby an aiding unit provides response and assistance to a stricken unit in accordance with the system established and maintained by MABAS member units, as amended from time to time. Management oversight of the system is handled by the MABAS executive board.
- (16) “National Incident Management System” or ‘NIMS’,” means a system mandated by Homeland Security Presidential Directive 5 that provides a consistent nationwide approach for federal, state, local and tribal governments, the private sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
- (17) “Stricken unit” means a MABAS member unit or a non-participating local governmental unit which requests aid in the event of an emergency.
- (18) “Tribe or band” has the meaning given in 66.0314 (1) (fe), Stats.
- (19) “WEM” means the Division of Emergency Management with the Department of Military Affairs.
- (20) “WEM duty officer” means an individual on-call 24 hours a day and seven days a week, as identified by WEM’s duty officer roster.

WEM 8.03 Levels of response. MABAS coordinates the effective and efficient provision of mutual aid during emergencies, natural disasters, or manmade catastrophes. In recognition of home rule, MABAS is not intended to relieve a local governmental unit from its responsibilities of providing adequate emergency services for all local emergencies, since all local governmental units should have their own first line of defense. When a local governmental unit exhausts its resources, MABAS can be activated by the stricken unit through a systematic plan at the following NIMS level response types:

- (1) A “local village, township, city or fire district level response type 5” is an emergency that is a routine day-to-day event utilizing resources listed on a MABAS box card with a

minimum of three MABAS alarm levels which is triggered locally by the incident commander on the scene of an emergency.

(2) A “regional city, county or fire district level response type 4” is an emergency that has exhausted “local village, township, city or fire district level response” capabilities and may utilize up to three MABAS interdivisional cards. A regional response is triggered locally by the incident commander on the scene of an emergency.

(3) A “state or metropolitan area level response type 3” is an emergency that has exhausted “regional city, county or fire district response” capabilities and may utilize multiple MABAS interdivisional cards. A state response is triggered by a request to the WEM duty officer by the incident commander on the scene of the emergency. Responding resources will be coordinated by the WEM duty officer in coordination with the regional MABAS division coordinator.

(4) A “national level response types 1 or 2” is an emergency that has exhausted “state level response” capabilities or is an event of national significance which is triggered by or transmitted to the WEM duty officer through the Emergency Management Assistance Compact under ss. 166.30, Stats.

WEM 8.04 Procedure for providing mutual aid. (1) The MABAS member units authorize their respective chief officer or designee to take necessary and proper action to render or request mutual aid from the MABAS member units in accordance with other policies and procedures established and maintained by the MABAS member units. The aid rendered shall be to the extent of available personnel and equipment that are not required for adequate protection of the territorial limits of the aiding unit.

(2) Whenever an emergency occurs and conditions are such that the incident commander or designee, of the stricken unit determines it is advisable to request aid under MABAS, the incident commander or designee shall activate the number of aiding units deemed necessary in accordance with the policies and procedures established and maintained by the MABAS member units.

(3) The chief officer, or designee, of the aiding unit shall take the following action immediately upon receiving a request for mutual aid:

(a) Determine what predetermined equipment, personnel or services are requested according to the MABAS box card.

(b) Determine if predetermined requested equipment, personnel or services can be committed in response to the request from the stricken unit.

(c) Dispatch the predetermined requested equipment, personnel or services, to the extent available, to the staging location of the emergency reported by the stricken unit in accordance with the MABAS box card.

(d) Notify the stricken unit if any or all of the predetermined requested equipment, personnel or services cannot be provided.

Note: MABAS policies and general operating procedures are available on request without charge from the Fire Services Coordinator, Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53708-7865, telephone (608) 220-6049. MABAS policies and procedures may also be accessed from the Wisconsin Emergency Management webpage at: <http://emergencymanagement.wi.gov/>.

WEM 8.05 Types and classes of resources. All equipment and apparatus provided to the stricken unit shall comply with requirements based on National Fire Protection Association standards and s. TRANS 309 at the time of its original construction and shall be NIMS

compliant. At the local response level, staffing guidelines shall be based upon the current local policy and practices. At the regional, state and national response levels, personnel provided by aiding units shall comply with all MABAS staffing guideline minimums.

Note: MABAS staffing guidelines are available on request without charge from the Fire Services Coordinator, Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53708-7865, telephone (608) 220-6049. MABAS policies and general operating procedures may also be accessed from the Wisconsin Emergency Management webpage at: <http://emergencymanagement.wi.gov/>.

WEM 8.06 Communications. To facilitate radio interoperability during emergency response operations, designated MABAS VHF radio frequencies will be utilized by MABAS member units for on scene communications with MABAS mutual aid partners. This does not preclude fire, rescue and emergency medical services from utilizing other radio frequencies or radio bands for their own internal communications.

Note: Designated MABAS VHF radio frequencies are available on request without charge from the Fire Services Coordinator, Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53708-7865, telephone (608) 220-6049. MABAS policies and general operating procedures may also be accessed from the Wisconsin Emergency Management webpage at: <http://emergencymanagement.wi.gov/>.

WEM 8.07 Coordinators. Each MABAS division shall have one division coordinator available at all times. Each MABAS region shall designate one division in its region to act as the regional coordinator. Each WEM region shall designate one MABAS division as a WEM regional coordinator.

WEM 8.08 Credentialing. Through December 31, 2009, all firefighters responding under MABAS shall meet the training standards and requirements of entry level firefighters trained under s. COMM 30.07. Commencing January 1, 2010, all firefighters responding under MABAS shall meet the training standards and requirements of firefighter I trained under s. COMM 30.07. Emergency medical services responders shall have a valid emergency medical services license as defined in s. HFS 110 through 113.

WEM 8.09 Limitations on coverage. (1) Personnel dispatched to aid a stricken unit under MABAS shall remain employees of the aiding unit. Personnel rendering aid shall report to the incident commander or designee of the stricken unit for direction and assignment at the scene of the emergency. The aiding unit shall at all times have the right to withdraw any and all aid upon the order of its chief officer or designee, provided that the aiding unit withdrawing such aid notifies the incident commander of the stricken unit of the withdrawal of such aid and the extent of such withdrawal.

(2) The rendering of assistance under MABAS shall not be mandatory. An aiding unit may refuse if local conditions of the aiding unit prohibit response. The aiding unit shall immediately notify the stricken unit of its inability to respond.

WEM 8.10 Compensation. Equipment, personnel or services provided under MABAS shall be at no charge to the stricken unit. However, any expenses recoverable from third parties and responsible parties shall be equitably distributed among aiding units. Nothing shall operate to bar any recovery of funds from any state or federal agency under existing state and federal laws.

WEM 8.11 Participation. An agency participating in the MABAS system must be either a MABAS member unit or have signed a memorandum of understanding directly with MABAS. Failure to do either does not jeopardize responses to a non-participating community at the direction of the WEM duty officer.

SECTION 2. EFFECTIVE DATE. This rule shall take effect on the first day of the month following publication in the Wisconsin administrative register as provided in s. 227.22 (2) (intro), Stats.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: Appendix B MABAS Agreement

Subject: MABAS-Wisconsin Agreement

Functional Area: Administration

Category: Policy

Approved: MABAS-Wisconsin Executive Board on December 12, 2007

Revised:

MUTUAL AID BOX ALARM SYSTEM

AGREEMENT

This Agreement made and entered into the date set forth next to the signature of the respective parties, by and between the units of local government subscribed hereto [hereafter “Unit(s)”] that have approved this Agreement and adopted same in manner as provided by law and are hereafter listed at the end of this Agreement.

WHEREAS, the parties hereto have determined because of geographical considerations it is important for Illinois units and Wisconsin units to coordinate mutual aid through the Mutual Aid Box Alarm System for the effective and efficient provision of Mutual aid; and

WHEREAS, it is recognized and acknowledged that emergencies, natural disasters, and man-made catastrophes do not conform to designated territorial limits and state boundaries; and

WHEREAS, the Wisconsin Statute 66.0301(2) authorizes any municipality to contract with other municipalities for the receipt or furnishing of services, such as fire protection and emergency medical services. Such a contract may be with municipalities of another state. (Wis.Stats. 66.0303(3)(b).)

WHEREAS, the State of Illinois has provided similar provisions under the “Intergovernmental Cooperation Act” of 5 ILCS 220/1 et seq.

WHEREAS, Wisconsin Statutes 66.03125 authorizes fire departments to engage in mutual assistance within a requesting fire department’s jurisdiction; and

WHEREAS, 2005 Wis. Act 257 amended § 166.03(2)(a)3 of the Wisconsin Statutes relating to standards for local emergency management programs, and

WHEREAS, pursuant thereto the Adjutant General of the Department of Military Affairs of the State of Wisconsin is authorized to furnish guidance, develop and promulgate standards for emergency management programs; and

WHEREAS, pursuant thereto the standards for fire, rescue and emergency medical services shall include the adoption of the intergovernmental cooperation Mutual Aid Box Alarm System (MABAS) as a mechanism that may be used for deploying personnel and equipment in a multi-jurisdictional or multi-agency emergency response; and

WHEREAS, pursuant to such authority, Wis. Admin. Code. Chapter WEM 8 was promulgated in order to establish standards for the adoption of MABAS by local governments as a mechanism to be used for mutual aid for fire rescue and emergency medical services; and

WHEREAS, the parties hereto have determined that it is in their best interests to enter into this Agreement to secure to each the benefits of mutual aid in fire protection, firefighting and the protection of life and property from an emergency or disaster; and,

WHEREAS, the parties hereto have determined that it is in their best interests to associate to provide for communications procedures, training and other necessary functions to further the provision of said protection of life and property from an emergency or disaster;.

NOW, THEREFORE, in consideration of the foregoing recitals, the Unit's membership in the Mutual Aid Box Alarm System (hereinafter 'MABAS') and the covenants contained herein,

THE PARTIES HERETO AGREE AS FOLLOWS:

SECTION ONE

Purpose

It is recognized and acknowledged that in certain situations, such as, but not limited to, emergencies, natural disasters and man-made catastrophes, the use of an individual Member Unit's personnel and equipment to perform functions outside the territorial limits of the Member Unit is desirable and necessary to preserve and protect the health, safety and welfare of the public. It is further expressly acknowledged that in certain situations, such as the aforementioned, the use of other Member Unit's personnel and equipment to perform functions within the territorial limits of a Member Unit is desirable and necessary to preserve and protect the health, safety and welfare of the public. Further, it is acknowledged that coordination of mutual aid through the Mutual Aid Box Alarm System is desirable for the effective and efficient provision of mutual aid.

SECTION TWO

Definitions

For the purpose of this Agreement, the following terms as used in this agreement shall be defined as follows:

- A. "Mutual Aid Box Alarm System" (hereinafter referred to as "MABAS"): A definite and prearranged plan whereby response and assistance is provided to a Stricken Unit by the Aiding Unit(s) in accordance with the system established and maintained by the MABAS Member Units and amended from time to time;
- B. "Member Unit": A unit of local government including but not limited to a county, city, village, town, tribe or band, emergency medical services district, or fire protection district having a fire department recognized by the State of Illinois, or the State of Wisconsin, or an intergovernmental agency and the units of which the intergovernmental agency is comprised which is a party to the MABAS Agreement

and has been appropriately authorized by the governing body to enter into such agreement, and to comply with the rules and regulations of MABAS;

- C. “Stricken Unit”: A Member Unit or a non-participating local governmental unit which requests aid in the event of an emergency;
- D. “Aiding Unit”: A Member Unit furnishing equipment, personnel, and/or services to a Stricken Unit;
- E. “Emergency”: An occurrence or condition in a Stricken Unit’s territorial jurisdiction which results in a situation of such magnitude and/or consequence that it cannot be adequately handled by the Stricken Unit, so that it determines the necessity and advisability of requesting aid.
- F. “Division”: The geographically associated Member Units or Unit which have been grouped for operational efficiency and representation of those Member Units.
- G. “Training”: The regular scheduled practice of emergency procedures during non-emergency drills to implement the necessary joint operations of MABAS.
- H. “Executive Board”: The statewide oversight board of MABAS which is comprised of Division representatives.
- I. “MABAS or ‘Mutual Aid Box Alarm System’ region” means the WEM regional areas as identified by the Adjutant General under ss. 166.03(2)6.(b)1., Stats.
- J. “Chief Officer” means the highest ranking officer within a fire, rescue or emergency medical services unit.
- K. “Incident Command System” has the meaning specified in s. 166.02(6m), Stats. and follows the guidelines of the National Incident Management System, also known as NIMS.

SECTION THREE

Authority and Action to Effect Mutual Aid

- A. The Member Units hereby authorize and direct their respective Chief Officer or his designee to take necessary and proper action to render and/or request mutual aid from the other Member Units in accordance with the policies and procedures established and maintained by the MABAS Member Units. The aid rendered shall be to the extent of available personnel and equipment not required for adequate protection of the territorial limits of the Aiding Unit. The judgment of the Chief Officer, or his designee, of the Aiding Unit shall be final as to the personnel and equipment available to render aid.
- B. Whenever an emergency occurs and conditions are such that the Chief Officer, Incident Commander or his designee, of the Stricken Unit determines it advisable to request aid pursuant to this Agreement he shall notify the Aiding Unit of the nature and location of the emergency and the type and amount of equipment and personnel and/or services requested from the Aiding Unit.
- C. The Chief Officer, or his designee, of the Aiding Unit shall take the following action immediately upon being requested for aid:
- Determine what equipment, personnel and/or services is requested according to the system maintained by the MABAS. Determine if the requested equipment, personnel, and/or services can be committed in response to the request from the Stricken Unit; dispatch immediately the requested equipment, personnel and/or services, to the extent available, to the location of the emergency reported by the Stricken Unit in accordance with the procedures of the MABAS; notify the Stricken Unit if any or all of the requested equipment, personnel and/or services cannot be provided.

SECTION FOUR

Jurisdiction Over Personnel and Equipment

Personnel dispatched to aid a party pursuant to this Agreement shall remain employees of the Aiding Unit. Personnel of the Aiding Unit shall report for direction and assignment at the scene of the emergency to the Fire Chief or Incident Commander of the Stricken Unit. The Aiding Unit shall at all times have the right to withdraw any and all aid upon the order of its Chief Officer or his designee; provided, however, that the Aiding Unit withdrawing such aid shall notify the Incident Commander or his designee of the Stricken Unit of the withdrawal of such aid and the extent of such withdrawal.

SECTION FIVE

Compensation for Aid

Equipment, personnel, and/or services provided pursuant to this Agreement shall be at no charge to the Stricken Unit; however, any expenses recoverable from third parties and responsible parties shall be equitably distributed among Aiding Units. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing state and federal laws.

SECTION SIX

Insurance

Each party hereto shall procure and maintain, at its sole and exclusive expense, insurance coverage, including: comprehensive liability, personal injury, property damage, worker's compensation, and, if applicable, emergency medical service professional liability, with minimum limits of \$1,000,000 auto and \$1,000,000 combined single limit general liability and professional liability. No party hereto shall have any obligation to provide or extend insurance coverage for any of the items enumerated herein to any other party hereto or its personnel. The obligations of the Section may be satisfied by a party's membership in a self-insurance pool, a self-insurance plan or arrangement with an insurance provider approved by the state of jurisdiction. The MABAS may require that copies or other

evidence of compliance with the provisions of this Section be provided to the MABAS. Upon request, Member Units shall provide such evidence as herein provided to the MABAS members.

SECTION SEVEN

Indemnification Liability and Waiver of Claims

Each party hereto agrees to waive all claims against all other parties hereto for any loss, damage, personal injury or death occurring in consequence of the performance of this Agreement; provided, however, that such claim is not a result of willful or reckless misconduct by a party hereto or its personnel. The Stricken Unit hereby expressly agrees to hold harmless, indemnify and defend the Aiding Unit and its personnel from any and all claims, demands, liability, losses, including attorney fees and costs, suits in law or in equity which are made by a third party that may arise from providing aid pursuant to this Agreement.

All employee benefits, wage and disability payments, pensions and worker's compensation claims, shall be the sole and exclusive responsibility of each party for its own employees provided, however, that such claim is not a result of willful or reckless misconduct by a party hereto or its personnel.

SECTION EIGHT

Non-Liability for Failure to Render Aid

The rendering of assistance under the terms of this Agreement shall not be mandatory and the Aiding Unit may refuse if local conditions of the Aiding Unit prohibit response. It is the responsibility of the Aiding Unit to immediately notify the Stricken Unit of the Aiding Unit's inability to respond, however, failure to immediately notify the Stricken Unit of such inability to respond shall not constitute evidence of noncompliance with the terms of this section and no liability may be assigned.

No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a party hereto, its duly authorized agents and personnel, for failure or refusal to render aid. Nor shall there be any liability of a party for withdrawal of aid once provided pursuant to the terms of this Agreement.

SECTION NINE

Term

This Agreement shall be in effect for a term of one year from the date of signature hereof and shall automatically renew for successive one year terms unless terminated in accordance with this Section.

Any party hereto may terminate its participation in this Agreement at any time, provided that the party wishing to terminate its participation in this Agreement shall give written notice to the Board of their Division and to the Executive Board specifying the date of termination, such notice to be given at least 90 calendar days prior to the specified date of termination of participation. The written notice provided herein shall be given by personal delivery, registered mail or certified mail. In Wisconsin, a copy of such notice shall also be deposited with the Fire Service Coordinator (FSC), Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53700-7865, telephone (608) 220-6049.

SECTION TEN

Effectiveness

This Agreement shall be in full force and effective upon approval by the parties hereto in the manner provided by law and upon proper execution hereof. In Wisconsin, a copy of such agreement shall be deposited with the Fire Services Coordinator (FSC), Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53700-7865, telephone (608) 220-6049.

SECTION ELEVEN

Binding Effect

This Agreement shall be binding upon and inure to the benefit of any successor entity which may assume the obligations of any party hereto. Provided, however, that this Agreement may not be assigned by a Member Unit without prior written consent of the parties hereto.

SECTION TWELVE

Validity

The invalidity of any provision of this Agreement shall not render invalid any other provision. If, for any reason, any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severable and this Agreement may be enforced with that provision severed or modified by court order.

SECTION THIRTEEN

Notices

All notices hereunder shall be in writing and shall be served personally, by registered mail or certified mail to the parties at such addresses as may be designated from time to time on the MABAS mailing lists or, to other such addresses as shall be agreed upon.

SECTION FOURTEEN

Governing Law

This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of Wisconsin.

SECTION FIFTEEN

Execution in Counterparts

This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.

SECTION SIXTEEN

Executive Board of MABAS

An Executive Board is hereby established to consider, adopt and amend from time to time as needed rules, procedures, by-laws and any other matters deemed necessary by the Member Units. The Executive Board shall consist of a member elected from each Division within MABAS who shall serve as the voting representative of said Division on MABAS matters, and may appoint a designee to serve temporarily in his stead. Such designee shall be from within the respective division and shall have all rights and privileges attendant to a representative of that Member Unit. In Wisconsin, the Executive Board shall be constituted as set forth in the Wisconsin State Administrative Code Chapter referenced above.

A President and Vice President shall be elected from the representatives of the Member Units and shall serve without compensation. The President and such other officers as are provided for in the by laws shall coordinate the activities of the MABAS.

SECTION SEVENTEEN

Duties of the Executive Board

The Executive Board shall meet regularly to conduct business and to consider and publish the rules, procedures and by laws of the MABAS, which shall govern the Executive Board meetings and such other relevant matters as the Executive Board shall deem necessary.

SECTION EIGHTEEN

Rules and Procedure

Rules, procedures and by laws of the MABAS shall be established by the Member Units via the Executive Board as deemed necessary from time to time for the purpose of administrative functions, the exchange of information and the common welfare of the MABAS. In Wisconsin, Member Units shall also comply with all requirements of WEM 8 currently in effect and as amended from time to time. In Wisconsin, MABAS policies and

general operating procedures shall be available on request without charge from the Fire Services Coordinator (FSC), Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53700-7865, telephone (608) 220-6049. MABAS policies and procedures may also be accessed from the Wisconsin Emergency Management webpage at <http://emergencymanagement.wi.gov>.

SECTION NINETEEN

Amendments

This Agreement may only be amended by written consent of all the parties hereto. This shall not preclude the amendment of rules, procedures and by laws of the MABAS as established by the Executive Board to this Agreement. The undersigned unit of local government or public agency hereby has adopted, and subscribes to and approves this MUTUAL AID BOX ALARM SYSTEM Agreement to which this signature page will be attached, and agrees to be a party thereto and be bound by the terms thereof.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: Appendix C Box Card Design Guidelines

Subject: MABAS-Wisconsin Box Card Design Guideline

Functional Area: Operations

Category: Guideline

Approved: MABAS-Wisconsin Executive Board on September 4, 2006

Revised:

Purpose

Development of Box Cards is the key to the success of any MABAS division. The Box Card represents the basis for all response and can be the primary tool used to train and orient individuals to the MABAS concept.

The Planning Process

A. Unit Typing

Unit typing will play an important role in box card development. Common terminology must be agreed upon as the inventories are compiled. For example, in some communities an ambulance is called a rescue squad, a truck is called a ladder and so on. Common vehicle typing must be used and it is recommended that communities use the NIMS typing system to ensure continuity. NIMS 2007 compliance will require communities to recognize the unit typing designated by NIMS. For more information on resource typing, check out NIMS Online at: [http://www.nimsonline.com/resource typing/](http://www.nimsonline.com/resource_typing/) Additional information on resource designation can be found in the General Operating Procedures document adopted by MABAS-Wisconsin and in the definitions section of the document.

As with rescue squads, “Quints” are a common source of debate when designing run cards. It is recommended that if a quint has the necessary equipment required for engine work (per NFPA 1901), the unit should be considered an engine. Likewise, if the quint has primarily truck equipment (per NFPA 1901) it should be considered a truck.

B. Inventory Internal Resources

Before a division can begin the process of developing Box Cards, an inventory of internal resources must be done by each community. It is important to take into account staffing as well as the equipment itself. For example, a community may have a truck and several engines, however the daily staffing of that community may not allow for both units to be sent on an incident. The division must take the time to have each department involved develop an inventory of equipment and the maximum number of units that community can send to a specific incident at stressed or thin times. A general rule of 80-20 should be considered – this rule allows for only 20% of a communities resources may be offered as mutual aid resources leaving 80% at home to protect their community. A resource inventory forms are available at the end of this section to assist in typing and categorizing local resources. A copy of the MABAS Resource Inventory form must be sent to the MABAS-Wisconsin Secretary-Treasurer.

C. Share Resource Inventory Lists With Division Members

Once each community has developed their resource inventory list, these lists must be made available to each member of the division. This allows communities to identify resources that are otherwise unknown to division members. It also indicates capabilities of the communities. The goal is to build realistic box cards based on true division member capabilities.

D. Determine Incident Needs

Box alarm cards must be developed based on community risk assessments. For example, a community with very close buildings and multiple exposures will have to address box cards differently than a community with large setbacks. Also take into consideration target hazards and any other special needs. Many communities already have this information available in pre-fire plans, contingency plans, and regional planning documents.

E. Determine Response Times and Distance

When setting up box cards give consideration to response times and routes of responding units. The idea is to draw some from multiple communities instead of a great amount from a few. Response times must be considered to ensure there is not a major gap in available units.

F. Agree Upon A Format

It is recommended that the division agree upon one format or program for the cards to be developed in. Some divisions use “Word” as the primary program for developing cards. Word provides an easy table work sheet and is probably the most common program for people to use. However, “Excel” has advantages in that the entire division can be saved in one file with each page of the book representing a different card number for each community. As of January 1, 2008, all box cards will be in the Excel format for ease of entry into E-sponder.

The division members must agree upon a common numbering system. A standard card numbering system can provide a wealth of information to outside agencies. Several Wisconsin divisions developed the numbering system found in section six. The uniform numbering system provides three basic pieces of information: the municipality identifier, the box area, and the type of incident. A sample numbering system is provided in this document.

Many divisions have made the actual writing/filling out of the box cards into a collaborative event. The event sometimes coincides with a county-wide association or social meeting. These have been referred to by some divisions as a “Box Card Party.”

MABAS Resource Inventory

When complete, please fax or email to the MABAS-Wisconsin Secretary-Treasurer.

1. MABAS Division _____ Completed by: _____(print)
Contact Phone No. _____

1A E-mail address for your division _____

1B I've reviewed the existing resource matrix and find all information correct as of October 2001.

(signature/date) (Also answer questions 12 and 13.)

2. Number of fire departments/districts in your division? _____

3. Number of fire stations in your division? _____

4. Number of paid departments: _____ Combination: _____ On-Call: _____
(should total the same as question #2)

5. Number of paid firefighters and officers* _____

Number of on-call firefighters and officers* _____

Total of above _____

*(consider contract employees as paid staff; number of paramedics need not be broken out)

6. Number of engines: Staffed _____
Reserve _____
Total _____

7. Number of truck/aerial units: Staffed _____
Reserve _____
Total _____

8. Number of ambulances: Staffed _____
Reserve _____
Total _____

9. Number of heavy squads: Staffed _____
Reserve _____
Total _____

10. Number of light squads/utility: Staffed _____
Reserve _____
Total _____

11. Number of tankers: Staffed _____
Reserve _____
Total _____

12. Number of Brush Trucks Staffed _____
Reserve _____
Total _____

13. Can your division support a request for a task force (2 engines, 1 truck, 1 heavy squad, 2 ambulances, & 1 chief)? YES NO

14. Number of support vehicles: _____

15. Miscellaneous units/vehicles worthy of remarks: _____

16. General remarks/comments: _____

/MABAS Exec/MABAS Resource Inventory

Definitions

<u>Cell Title</u>	<u>Definition</u>
	(In order of appearance on cards)
Department Name	The name of the Fire Department issuing the card.
Box Alarm Type	The type of emergency situation covered by the card.
Effective Date	The date the use of the card is authorized to begin by the issuing department.
MABAS Division	The Division in which the Fire Department holds a membership.
Box Alarm Number	The number for the card designated by the Fire Department. The numbering system should be coordinated with the other members of the Division.
Location or Area	This can be a single location or building; a geographical portion of the departments area of response or the entire area of response.
Authorized Signature	The signature of the Fire Chief of the department issuing the card.
Local Dispatch Area	This portion of the card is intended to show the response for any units prior to the Box Alarm level. The primary responding units will be those of the local department and possibly outside departments generally using auto-aid agreements.
Alarm Level	This refers to the designation given by the issuing department for responses to this location prior to the Box Alarm level. This allows for the two levels prior to the Box Alarm level. The name of the alarm levels will be based on local preference. Includes the names of the departments that are committed to provide this type of equipment at the alarm level designated.
Engines	Based on local designations, NIMS typing and NFPA 1901 Standards.
Tenders	Based on local designations, NIMS typing and NFPA 1901 Standards.
Trucks	Based on local designations, NIMS typing and NFPA 1901 Standards.
Squads	Based on local designations, NIMS typing and NFPA 1901 Standards.
Chiefs	Can include Chief, Deputy Chief, Assistant Chief, Battalion Chief or those staff officers acceptable to the members of the Division. <i>It is highly recommended that multiple chief officers be included at these levels to facilitate the IC roles</i>
Special Equipment	Any ancillary units, individuals or specialized apparatus that would be beneficial for the type of alarm designated by the card. These resources may or may not be owned and operated by the member departments.
MABAS Box Alarm	This portion of the card is intended to show the response for any units starting at the Box Alarm level. These responses are covered by the MABAS mutual aid agreements.
Alarm Level	This refers to the Box Alarm, 2 nd Alarm, 3 rd Alarm, etc. to the ultimate level deemed appropriate by the department to handle the possible emergency

	situations. Includes the names of the departments that are committed to provide this type of equipment at the alarm level designated.
Change of Quarters	This lists the station/s that will house units from neighboring departments. The specific units that are specified on each level will respond to other emergency calls for the duration of the original call unless they are asked to move up to the scene.
Special Instructions	This area is reserved for any information that will allow the MABAS telecommunicators handling the radio communications for the incident to have quick access to specific information to assist responding units. Some of these could be the address of the change of quarter's stations, special contact numbers for key department members, and numbers for departments that are due to respond that may have special contact requirements.
Interdivisional Request	An Interdivisional Request is activated when all companies have been dispatched on the specific Box Alarm Card have been dispatched and additional companies are required for a large scale incident. During an Interdivisional Request, speed of response is important. The Division providing companies determines which departments and units respond based upon pre-determined Interdivisional Strike Team or Task Force response cards.
Strike Team	A set number of resources of the same kind and type that have an established minimum number of personnel. In the MABAS General Operating Procedures, a Strike Team is a set number (usually five) of the same resource. All resource elements within a Strike Team must have common communications and a designated leader.
Task Force	Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader. In the MABAS "Coloring Book", a Task Force is a resource package consisting of three engines, one truck, one heavy squad (this may be replaced with an extrication engine), three ambulances, and one chief.

MABAS Box Card Design

2.0 Purpose

- 2.1 To help coordinate the design of MABAS Box Alarm Cards for new and existing MABAS Divisions using one standardized template containing all of the required information needed to dispatch a MABAS Box Alarm and for the MABAS Box Alarm to be easily understood by emergency personnel and telecommunicators.

3.0 Scope

- 3.1 This recommended practice applies to all new and existing MABAS Divisions wishing to have one template for use throughout their division that incorporates the traditional style card with recommended changes designed to make dispatching MABAS Box Alarms easier for telecommunicators and emergency service personnel.

4.0 Background

- 4.1 MABAS is currently experiencing rapid growth throughout numerous locations, with many new divisions being formed. Many of these new divisions have limited internal experience to draw upon in developing box alarm cards and have requested assistance with the design process as well as a generic box alarm card in an electronic format. The MABAS Communications Committee was tasked with this responsibility at the MABAS Executive Board meeting in February 2004. The MABAS Communications Committee has developed a standard template that contains all of the required elements needed to be able to design a MABAS Card and to be able to dispatch MABAS resources easily by a primary or secondary dispatch center.
- 4.2 Several changes to the “**traditional style**” card have been recommended to make it easier for telecommunicators and emergency service personnel to understand and reduce the number of errors during alarm dispatch. Those changes include:
 - 4.2.1 The four-letter abbreviations for each department should be discontinued and full names are to be used. 8-point Arial Font should be the minimum size font used.
 - 4.2.2 The “**Change of Quarters**” section on the older style cards has been a source of many errors and omissions. The new style card incorporates the “**Change of Quarters**” into the top portion of the alarm response area.
 - 3.2.2.1 Some departments may bring “**Change of Quarters**” companies into their stations and leave them there to handle further calls in their jurisdiction, throughout all the alarms. Others departments may bring “**Change of Quarters**”

companies into the stations and move them to the scene on the next level of alarm. These are both allowable alternatives.

3.2.2.2“**Change of Quarters**” companies will be placed in the column for “**Change of Quarters**” and the station where they are expected to go will be placed in parenthesis. The address and directions to get to that station should be placed in the “**Information**” section.

- 4.2.3 The new style card does not limit the number of alarms that each department can have on their card. Each division can add as many alarms, per card as desired, by adding additional rows to the card.
- 4.2.4 It is recommended that the last level of alarm be reserved for “**Interdivisional Request**” and that level should include the “**1st CHOICE, 2nd CHOICE and 3rd CHOICE**” of which divisions to call when extra equipment is needed. (This request does not refer to, or should be confused with, the State of Illinois’ Mutual Aid response Flow Plan.)
- 4.2.5 The bottom of the card should be kept for addresses for the change of quarter’s stations and other pertinent information or instructions.
- 4.2.6 The card is designed to be placed in a clear plastic sheet protector with reinforced holes and to be placed in a 3-ring binder and/or on computer. Do not punch holes in the box alarm card, as that will make is harder to read and duplicate.

5.0 Guideline

- 5.1 Each box alarm card should include the following: The top section of the card is to include: “**Department Name, Box Alarm Type, Effective Date, MABAS Division #, Box Alarm #, Location or Area of Alarm, and Authorized Signature.**” There will be no other changes to this area.
 - 5.1.1 The next section is the “**Local Dispatch Area**” and will be the responsibility of the local dispatch authority. This is not a **MABAS** area and may include: “**Still, Full Still, Working Still, Automatic Aid, General Alarm, Etc.**” This area may be any number of rows that you choose for your division or department.
 - 5.1.2 “**Change of Quarters**” has been added to the “Local Dispatch Area” areas, and may be filled in, left blank, or deleted.
 - 5.1.3 The Box Alarm Card is designed around a progressive structure. **It is imperative that all still alarm companies be dispatched by the local dispatch authority prior to or simultaneously with the MABAS Box Alarm request.** It is not the responsibility of the

MABAS Dispatcher to dispatch companies listed on a Box Alarm Card before the Box Alarm level.

- 5.1.4 The next section is the “**MABAS BOX ALARM**”. This is where MABAS dispatching starts. Column headings may include: “**Alarm Level, Engines, Tenders, Trucks, Squads, EMS, Chiefs, Special Equipment, Change of Quarters**”, or others for specialized cards and as standardized throughout a Division.
 - 5.1.4.1 Department names are to be spelled out and are to be in at least 8-point, Arial font.
 - 5.1.4.2 Card is to be read left to right. Departments are to be sent to the scene unless in the “**Change of Quarters**” area.
 - 5.1.4.3 In “**Change of Quarters**”, the department listed is to be sent to the fire station listed in parenthesis. The addresses should be given in the information portion of the box alarm card, or on back of the card.
 - 5.1.4.4 In the “**Special Equipment or Other**” column, apparatus or equipment that does not fall into the primary categories can be listed.
- 5.2 The number of alarm levels is left to the individual fire department to determine. MABAS starts at the “**Box Alarm Level**”, proceeds to the “**2nd Alarm Level, 3rd Alarm Level, 4th Alarm Level, 5th Alarm Level**”, and may continue through any number of levels that are put on the cards.
 - 5.2.1 The last level of alarm be reserved for “**Interdivisional Request**” and that level should include the “**1st CHOICE, 2nd CHOICE and 3rd CHOICE**” of which divisions to call when extra equipment is needed. (This request does not refer to, or should be confused with, the State of Illinois’ Mutual Aid response Flow Plan.)
- 5.3 The bottom of the card should be left for “**Special Instructions or Information**”. Included in the Special Instructions should be the addresses for the stations listed in the “**Change of Quarters**” and any other pertinent information.
- 5.4 To eliminate clutter and confusion on box alarm cards, the following information **should not** be included on the front of box alarm cards:
 - 5.4.1 Telephone numbers for responding agencies. The MABAS System is designed to use radio alerting on the “**IFERN Frequency**” (Interagency Fire Emergency Radio Network) to notify departments due to respond. This includes departments within adjacent MABAS divisions.

- 5.4.2 Area for Response District Maps. If a department desires to include maps for the response jurisdiction, change of quarters stations locations, etc., this information may be included on the back of the box alarm card.
- 5.4.3 Shaded Areas or Color Copies. The use of shading or color, other than black, is discouraged for various features on box alarm cards may limit the readability of the document after photocopying.
- 5.5 New cards should be sent out to all of the departments on the cards for a minimum thirty-(30) day review/approval process. They shall be stamped draft, not signed and the effective date left blank. If there is no response from a department within the 30 day period, it will be understood that the draft cards are acceptable. After the 30-day review/approval process, cards shall be formalized by the addition of the authorized signature (actual or electronic) and effective date on each card. They shall then be sent out to each department in the Division and all departments listed on the cards at least seven (7) days prior to the effective date. It is the responsibility of each department to notify and copy their dispatch center.
- 5.6 To facilitate timely and accurate requests for a MABAS Box Alarm by a stricken agency, each Department should maintain current copies of the Box Alarm Cards for their Department in all emergency response vehicles.
- 5.7 Division 107's numbering system is described in Appendix D. The following numbers should be reserved by MABAS for system wide use:
 - 5.7.1 BOX #888, Transportation Emergencies
 - 5.7.2 BOX #999, Weapons of Mass Destruction
- 5.8 Examples of different types of Box Alarms, using the standard format, are included as guides to completing new cards for your divisions.

MABAS Box Card Numbering System

The purpose of having a Box Card Numbering System is to address uniformity in the numbering of the box cards among division members. Each division should agree to one uniform method and this method is only a recommendation.

In this numbering system, there are three specific parts to the box card number. The parts consist of an agency/department identifying number, the department fire box area or location, and the incident typing into specific categories. The component parts of the box numbering system are as follows:

Example: 19 – 4 3

A. Fire Department Identifier:

The box card number begins with a unique fire department identifying number (e.g. above 19). Many fire departments already have these numbers established and in use. The examples below are from Milwaukee County:

West Allis	1
Franklin	2
Greendale	4
Wauwatosa	5
Hales Corners	6
Milwaukee County	7
Greenfield	8
North Shore	9
Saint Francis	12
Cudahy	14
South Milwaukee	16
Oak Creek	18

B. Box Number

Each fire department currently has fire districts or geographical boxes assigned to their mutual aid cards (e.g. above 4). It is recommended that departments maintain those same numbers in this numbering system.

The middle number (right of the dash) in the numbering system is based on the fire box area/location and is determined by each fire department. If the municipality/agency has a single fire box card, life safety card or target hazard card, etc., then place “1” in that middle position to hold that position. The local municipality/agency can also use the numbers in the middle to identify a specialty within the category.

C. Incident Categories

The type of card will fall into one of 9 categories (e.g. above 3) and the final number of the card indicates the category:

- 1 = Structure Fire/hydranted
- 2 = Structure Fire/non-hydranted
- 3 = Life Safety or EMS
- 4 = Brush Fire
- 5 = Water/Ice related
- 6 = Hazmat
- 7 = Tech Rescue
- 8 = Target Hazard
- 9 = Disaster

The following are examples of typical box card numbers using this numbering system:

- Franklin Fire Department has two different fire box areas and their fire box number 1 has hydrants, therefore the card number would be 2-11. If that same fire box had no hydrants, then the box number would be 2-12.
- Cudahy Fire Department has two technical rescue box cards, one is for rope rescue and one is for confined space rescue. The technical rescue box card for ropes would be 14-17 and the technical rescue box card for confined space would be 14-27.
- Oak Creek Fire Department has target hazard locations identified, one of which is at the new power plant under construction. The box card number for that location would be 18-28.

D. Interdivisional Response Cards

When a single community or multiple communities within a division experience major events, such as a natural disaster or a terrorist event, the resources of that division may be overwhelmed. MABAS uses Interdivisional Requests, consisting of Strike Teams and Task Forces (see definitions), to assist divisions in requesting resources during those times. For example, if a community in a Division is struck by a tornado and that community requests and receives all of the resources listed on their box card and is still in need, the stricken community can ask for an Interdivisional Request from an unaffected division. Interdivisional requests are usually not from a neighboring division, since that division may already have resources at the incident.

When establishing the Interdivisional Requests, speed of deployment is a top consideration in establishing and responding to an Interdivisional Request. Divisions giving an Interdivisional Request deployment must establish a mustering point for resources to gather prior to the deployment to the stricken community or division.

Not all divisions will have the resources to provide an Interdivisional Request for a Strike Team or Task Force deployment, and therefore may have to seek assistance from a division having a greater response time. Incident commanders must consider the time and distance for these requests earlier in the incident.

Staffing for Interdivisional Requests are: 4 personnel for engines, trucks, and squads (extrication engines), 2 personnel for EMS units and tenders, one chief and preferably one communications/assistant person. Training level at present is entry level, however starting January 1, 2010, all personnel on an Interdivisional Request deployment must be at the Firefighter 1 level competency. The training level for Basic Life Support (BLS) ambulances is Emergency Medical Technician-Basic and for Advanced Life Support (ALS) ambulances is Emergency Medical Technician-Paramedic.

Appendix A – Box Card Templates and Examples

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: Appendix D IFERN Testing

Subject: MABAS-Wisconsin IFERN Alert Testing

Functional Area: Administration

Category: Policy

Approved: Approved by the Executive Board on May 14, 2009

Revised:

Reserved for the current testing schedule.

Reserved for the current testing schedule.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: Appendix E Credentialing and Authentication

Subject: Credentialing of Personnel and Authentication Matrix Procedures

Functional Area: Administration

Category: Policy

Approved: Approved by the Executive Board on May 14, 2009

Revised:

Purpose

This program is intended to define a reliable and sustainable, statewide system to rapidly identify and validating emergency management and incident response personnel, and provide authorization which permits/grants access to an incident. The credentialing process is a major component of the *Authentication Matrix* utilized for processing and tracking personnel, and other resources being deployed to a large-scale intrastate and interstate mutual aid.

Scope

This policy and procedures pertains to all MABAS-Wisconsin divisions and resources providing inter-divisional, statewide, or Emergency Management Assistance Compact (EMAC) deployments. The provisions of this policy and procedures will integrate with manual accountability and identification systems, i.e. the Passport Accountability System, to be compliant with the future First Responder Authentication Credential (FRAC) for field identification of responders. The credentialing process is based on an objective evaluation and documentation of a person's current licensure or degree; training and experience; competence and certification; and the ability to meet a nationally accepted minimum standard; to provide particular services; and/or functions or performs particular procedures during an incident. Credentialing was initiated as a necessary requirement of mutual aid agreements or compacts between states (interstate); however it is also necessary for large-scale deployment of resources within a state (intrastate).

Authority

The authority for a credentialing system in the State of Wisconsin is established in Homeland Security Presidential Directive 12 (HSPD 12), dated August 27, 2004. The NIMS Credentialing requirement was a newly established NIMS objective and compliance metric (27.) for 2008. NIMS Credentialing is a three-part administrative process establishing the photo identity of the personnel being deployed; validating the qualifications and assessing the background of personnel being deployed; and providing the authorization which permits/grants access to an incident involving mutual aid.

The specific NIMS Compliance Objective states:

- 27. NEW FY08 Initiate State/Territory wide system to credential emergency management/response personnel to ensure proper authorization and access to an incident including those involving mutual aid agreements and/or assistance agreement.
- 29. NEW FY08 Institute policies, plans, procedures, and protocols to prevent spontaneous deployment or resource/personnel and/or responding to a request that bypassed official resource coordination processes (i.e. resources through improper channels).

Effective Date

The effective date of this program is January 1, 2010. Agencies that will be deployed under the Wisconsin Fire Service Emergency Response Plan (WFSERP), the Wisconsin Emergency Response Plan (WERP) or an Emergency Management Assistance Compact request must minimally possess qualification cards.

Applicable Standards

The qualification cards must meet the Federal Identification Processing Standard 201 (FIPS-201), Personal Identity Verification I (PIV-I) level. Qualification cards must minimally contain machine readable information identified in the First Responder Authentication Credential (FRAC).

CREDENTIALING PROCEDURES

Overview

The credentialing process contains key components to validate its worth. First, there will be minimum required qualifications established for the competency of the stated resource capability being requested; second, the Governor of the state will establish a granting authority to an agency or organization, that would issue qualifications cards; the system will be standardized among states participating in the mutual aid agreements; the system will facilitate inventory and tracking of responding resources, and determine availability and readiness; in recognition of home rule, the issuance of credentialing certifications remains with the jurisdiction having authority; and the system will be able to comply with evolving technologies. In Figure 1 (below) illustrates the non-incident qualification card issuance process:



Figure 1: The four major parties involved in FIPS 201

The FIPS 201 credentialing process and functional parts as it relates to the fire service discipline:

- Agency (fire or EMS) manager identifies the member and certifications possessed (*Applicant*)
- Wisconsin State Fire Chiefs Association approves applicants from previously established qualifications (*Sponsor*)
- **STATE AGENCY** records and grants applicant the issuance of a qualification card (*Registrar*)
- Discipline would identify a qualification card issuing agent (*Issuer*)

For the *Applicant* component, a spreadsheet was developed identifying the discipline-approved qualification standards and qualifications for each member of a fire service (fire or EMS) agency. For the fire service, the Wisconsin State Fire Chiefs Association is the lead organization establishing fire, rescue, and emergency medical services qualification standards in Wisconsin. The fire service agency chief or manager is responsible for verifying the qualification standards and requirements are met and on file, and provide a signature verifying the applicant. The spreadsheet is then delivered to the discipline Sponsor.

The discipline *Sponsor* verifies that the certifications are applicable and verifiable through the vocational, professional, and federal standards at the time of application. The information, along with a digital photo, is then sent to the **STATE AGENCY** responsible for personnel credentialing. The *Registrar* enters the provided and verified information into a central data base designed specifically for personnel typing. The Registrar authorizes and sends the appropriate information to the *Issuer* to produce the qualification card and to issue the card directly to the individual applicant.

Granting Authority (Registrar)

The Wisconsin Department of Homeland Security has appointed the **STATE AGENCY** as the credentialing authority in the state. The **STATE AGENCY** will be responsible for establishing and maintaining the central data base for the state's credentialing system. The **STATE AGENCY** will provide real time access to the data base to regional/incident coordinators for emergency management and incident response.

The **STATE AGENCY** shall establish an advisory board comprised of representatives from each of the credentialed disciplines. Each discipline shall identify a group within the organization or an affiliate organization that would be charged with verifying and issuing the credentialing system cards. Each discipline shall ensure that provisions of the Real Act of 2005 are adhered to, specifically in Section 3 Verification of Documents (C)(d):

(7) Ensure the physical security of locations where qualification and identification cards are produced and the security of document materials and papers from which qualification and identification cards are produced.

(8) Subject all persons authorized to manufacture or produce qualification and identification cards to appropriate security clearance requirements set forth by the **STATE AGENCY**.

Maintenance Agency

The **STATE AGENCY** shall be charged with the maintenance and security of the central data base of information. The central data base is necessary for identification and validation information that will be integral to process responders at the Reception Area (check-in). Information technology measures, i.e. firewalls, logon and passcodes, and auditing trails, must be in place to ensure the reliability and security of the information contained in the central data base.

Issuance Standards

As required by The Real ID Act of 2005, the **STATE AGENCY** shall require that certain general standards be met, with the presentation and verification of document information, before issuing a Qualification Card. Where a provision in this policy is in conflict with The Real ID Act of 2005, the Act and its successive standards will be the prevailing standard for the issuance of qualification cards. Each applicant will be required to produce the following documents:

General Requirements

1. A photo identity document, except that a non-photo identity document is acceptable if it includes both the person's full legal name and date of birth;
2. Documentation showing the person's date of birth;
3. Proof of the person's social security account number or verification that the person is not eligible for a social security number;
4. Documentation showing the person's name and address of principle residence.

Specific Requirements

1. To meet the requirements of this section, the **STATE AGENCY** shall comply with the minimum standards of this paragraph
2. Submit evidence of lawful status by producing:
 - a. Document validating citizenship or national of the United States;
 - b. Document indicating an alien is lawfully admitted for permanent or temporary residence in the United States;
 - c. Document indicating conditional permanent resident status in the United States;
 - d. Document indicating and approved application for asylum in the United States or has entered into the United States in refugee status;
 - e. Possess a valid, unexpired nonimmigrant visa or nonimmigrant visa status for entry into the United States;
 - f. Possess a pending application for asylum in the United States;
 - g. Possess a pending or approved application for temporary protected status in the United States;
 - h. Possess an approved deferred action status; or
 - i. Possess a pending application for adjustment of status to that of an alien lawfully admitted for permanent residence in the United States or conditional permanent resident status in the United States.

Authentication Standards

Credentialing supports and facilitates qualified individuals to be requested, invited, sent, received, and deployed. Credentialing assists these individuals to gain access to resources, sites, and/or systems needed to perform their assigned functions, tasks, or duties. Three key processes are essential for these actions to occur and standardization in the use of these processes is explained here:

- **Identity** – Verifying identity is an important process critical to the use of a credentialed person in mutual aid response, but separate and distinct. Reasonable verification can be accomplished by the combination of the unit, personnel, and organization being listed on the mission orders with on-scene government-issued photo identifications (i.e. a driver’s license and organization affiliation cards). Positive verification of identity would occur with mission orders and a pre-issued credential prior to departure response or established on scene through a central data base connection.
- **Request, Invitation, and Authorization** – Incident/unified commands make requests for resources and personnel. Organizations invite individuals to fill these requests. Once an organization has determined who can be sent, they are to provide the individuals with documentation that they are being sent in response to the specific request. The documentation issued under EMAC serves to communicate that the response and recovery persons have been sent to the location requesting assistance by an authority having jurisdiction. Under EMAC, a properly identified and qualified person who presents the proper documentation of their authorization for deployment shall be considered credentialed for the purposes of the NIMS Standard for the Credentialing and Typing of Personnel, May 2, 2008 draft (*Standard*). This *Standard* recognizes that EMAC may define the processes and rules that are to be applied to their processes for a request, invitation, and authorization.
- **Security and Access** – Incident/unified command determines the rules that permit a person to have access to resources, sites, and/or systems. A credentialed person is not authorized to pass through security and access controls unless incident/unified command has determined that access will be permitted using this approach. Security and other personnel must be regularly informed of the “rules of engagement” for access so that emergency response officials who are credentialed in accordance with the *Standard* may be permitted swift access to the resources, sites, and/or systems where they are needed. Site-specific “badging” approaches may be used; however these badges are not to be referred to as “credentials.”

Qualification Card Information Elements

For the qualification card to be Federally-recognized, it must comply with The Real ID Act of 2005. The Real ID Act establishes security improvements for driver’s licenses and personal identification cards. The minimum document requirements for The Real ID Act Qualification Cards are:

1. The front side of the qualification card will display the following elements (**see Attachment A**):
 - a. The person's full legal name;
 - b. A digital photograph of the person;
 - c. Physical security features designated to prevent tampering, counterfeiting, or duplication, i.e. a hologram;
 - d. Temporary qualification cards must clearly indicate an issuance and expiration dates; and
 - e. A common machine-readable technology FIPS/FRAC AAMVA PDF417, with defined minimum data elements, i.e. a bar code.

2. The back side of the qualification card will display the following elements (**see Attachment A**):
 - a. The person's full legal name;
 - b. The person's date of birth;
 - c. The person's gender;
 - d. The person's driver's license or identification card number;
 - e. The person's address of principle residence;
 - f. The person's signature;
 - g. The person's fingerprint (for pre-qualified responder cards only);
 - h. The person's qualifications, as established by the Granting Authority;
 - i. Bar code machine readable language section.
 - j. Embedded (chip) biometric information (to be determined).

Qualification Card Visual Elements

The information on a Qualification Card shall be in visual printed and in electronic machine-readable form. This section will cover the elements of the card and will not cover the information stored in the electronic form, such as stored data elements, and other possible machine-readable technologies covered in the following section.

1. As identified in FIPS 201-1, the Card Color Coding will be used for additional identification of responder/participant affiliation. The color coding will be utilized as a background color with the following scheme (**see Attachment A**):
 - a. Red – Emergency responder officials, including but not limited to emergency medical services, fire personnel, law enforcement, and specialized response teams;
 - b. Green – Contractor personnel authorized for emergency response to specific locations and operations;
 - c. Blue – Foreign Nationals authorized for specific locations;
 - d. Pink – Media authorized and briefed on public information rules of reporting and access areas;
 - e. Yellow – Volunteer organizations and groups authorized for specific locations; and
 - f. Gold – Very Important Persons (VIP) and the security and administrative support personnel with the VIP.

2. Front of the Qualification Card will display the following elements (see **Attachment A**):
 - a. The digital photograph of the person (upper left);
 - b. The full name printed directly below the photograph in capital letters;
 - c. The responder affiliation, i.e. EMERGENCY RESPONDER, CONTRACTOR, FOREIGN NATIONAL, MEDIA, VOLUNTEER, AND VIP;
 - d. The organizational affiliation, i.e. the municipal department, company, government agency, media outlet, non-governmental organization, and political/social position.
 - e. Issuance and expiration dates of the qualification card.
 - f. If the qualification card is field issued, the card will have the issuance and expiration dates, the words “TEMPORARY CREDENTIAL” and the name of the incident clearly displayed.

Machine-Readable Technology

The standard for the machine-readable language (bar code) is contained in the FIPS-201-1/FRAC PDF417 Standard. All bar coding will follow this standard. The information contained in the bar code will be at minimum:

1. The information elements established above for Qualification Card Information Elements (front and back sides);
2. The bar code readers should minimally be able to read AAMVA PDF417
3. As an agency option, minimal medical information may be added, i.e. blood type, allergies, medications, and medical history (back side only).

Resource Agencies

Local participation in the credentialing process is voluntary for responders; however an organized system of ordering and managing responding personnel resources is necessary. The **STATE AGENCY** and the Wisconsin Department of Homeland Security strongly recommends participation in the process.

The emergency response agencies, whether public or private, shall determine emergency response job positions, minimum qualifications, and the availability, capability and readiness to respond to an emergency incident. See **Attachment C** for personnel inventory forms addressing fire service NIMS qualifications in Wisconsin.

Each response agency is also tasked with maintaining the list of responders under their responsibility in the central data base. Modifications to the list must be reported on an annual basis or within 18 hours of a status major change, i.e. a security hold and personnel added or removed from the response agency list and place on the Certificate Revocation List (CRL) in the data base. Status changes in personnel typing will be addressed to the **STATE AGENCY**, which has been charged with the maintenance responsibilities.

Qualifications/Capability of Applicant

The “recognized authority” for each discipline shall identify the positions/job functions that would likely respond to an emergency management and incident response. The tribal authority shall identify the position/job functions that would likely be responding to an emergency or incident response within the tribal regions. For each position, minimum individual qualifications, experience, and resource capability shall be established. See **Attachment B** for the response job functions and positions by discipline, and qualifications necessary for each Fire Service position.

The credentialing system will include volunteer and non-governmental organizations (NGO’s) into an emergency management or incident response. The NGO directors, supervisors, and/or individuals likely to be deployed to an incident, will be identified, qualified, and validated in the central data base held by the credentialing authority. Personnel under the supervision of the NGO directors or supervisors will be issued on-scene affiliate-access. The credentialing authority shall establish an initial list of volunteer organizations and NGO’s that have participated in or are likely to participate in emergency response to establish minimum qualifications and capability.

The disciplines, teams, and organizations required to meet qualification standards are:

- Emergency Management
- Emergency Medical Services
- Fire Service
- Hazardous Materials
- Incident Management Assistance Teams
- Law Enforcement
- Medical and Public Health
- Public Works
- Search and Rescue
- Non-Governmental Agencies (to be determined)

Technologies and Data Standards

The Federal Information Processing Standard 201 (FIPS-201) addresses Personal Identity Verification and contains two parts – PIV-1 and PIV-2. The PIV-I satisfies the control objectives and meets the security requirements of HSPD12, while PIV-II meets the technical interoperability requirements of HSPD 12. PIV-II specifies implementation and use of identity credentials on integrated circuit cards for use in a Federal personal identity verification system. Even though there is no credentialing requirement to comply with this Federal standard, having interoperable systems will be important for processing of responding personnel on an interstate deployment.

The FIPS-201-1 addresses the standard for information requirements of the qualification cards. Qualification cards must contain the following information:

- Name of Responder
- Agency of Origination
- Affiliate Discipline
- Contact Information
- Qualifications and Certifications
- Etc. (TBD)

AUTHENTICATION MATRIX PROCEDURES

Overview

The primary purpose of the credentialing system is to identify and validate responding personnel, for processing the Reception Area (check-in) requirements, and for incident tracking of job assignments. The system can also be adapted for the tracking and utilization of physical resource caches and equipment.

The MABAS-WI Regional Coordinator, EMAC Advance Team Coordinator, or WEM designee must have the ability to connect, through multiple modes, to the Central Data Base. To provide on-scene check-in of resources that do not have pre-authorized, pre-issued credentials, a connection method is necessary to validate responding resources. Having mission orders alone without identification and validation of responding resources is not sufficient and accessing will be denied.

Access to the central data base is necessary under two scenarios: a fixed location or from the field. Within the State of Wisconsin, access and data transfer from a fixed location can be accomplished where a BadgerNet system connection exists; and field access can be accomplished utilizing the State VHF Trunking System (future communication system). Additionally, fixed location or field access can be accomplished with a mobile computer having cellular capability (infrastructure dependant).

The Wisconsin fire service is developing an intrastate mutual aid system called the Wisconsin Fire Service Emergency Response Plan (WFSERP), which supports several of the Emergency Support Functions (ESFs) of the Wisconsin Emergency Response Plan (WERP). The WFSERP specifically supports Firefighting (ESF 4), Emergency Medical Services (ESF 8), Urban Search and Rescue (ESF 9), and Hazardous Materials (ESF 10). The WFSERP is the foundation and the framework by which the Wisconsin Fire Service participates in interstate mutual aid through the Emergency Management Assistance Compact (EMAC).

Deployment Procedures

Under the WFSERP, the official deployment of resources will only occur at a point when the requested agencies receive a *Deployment Notification* containing the mission orders, a mission number, and a mission pass code. The mission orders will contain the requested assignment(s), the mustering point location and time of departure, travel instructions, and the Reception Area location for in-processing. Wisconsin Emergency Management (WEM), through the Emergency Response Notification System at the Central Dispatch Center (CDC), will issue the Deployment Notification.

Prior to that notification, the CDC will send an *Advisory Notification* to the identified resources for an alert of a potential deployment. The agencies receiving the Advisory Notification shall assess readiness and capability to respond to a deployment; however, the actual deployment will occur when the Deployment Notification is received by the requested agency. The combination

of the information contained in the Deployment Notification and the validation of the responding personnel is the Authentication Matrix.

The Authentication Matrix is a process validating credentialed resources that have been requested for assistance. Resources must possess the Deployment Notification Information to gain access to the Reception Area. This process is performed by the MABAS-WI Regional Coordinator, EMAC Advance Team member, or designee of Wisconsin Emergency Management to process responding personnel, equipment, and other requested resources at the Reception Area (see check-in).

At the Reception Area, responding personnel must possess two forms of identification, one of which shall be a government-issued, photo identification, i.e. a driver's license, military identification, or federal identification.

Reception Area

The Reception Area is a location separate from staging areas where resources report in for in-processing and out-processing. The Reception Area provides accountability, security, situational awareness briefings; distribution of incident action plans (IAPs), briefings, and supplies for requested resources. The Reception Area may be co-located with other incident facilities, i.e. base camp. From the Reception Area, resources will be sent to incident staging area(s) or directly to operational areas as ordered by the incident commander/unified command.

Through this policy, spontaneous deployment or resource/personnel responding to a request that bypassed official resource coordination processes (i.e. resources through improper channels), will be prevented. No resources will be allowed into the Reception Area without the proper requirements of the Authentication Matrix. Logistical support may be denied, and resources will be sent back or subject to incident security.

Interstate Standardization

The fire, special rescue, and emergency medical resources are connected in six states (Illinois, Wisconsin, Indiana, Missouri, Ohio and Michigan) by the Mutual Aid Box Alarm System (MABAS). With Illinois being the anchor state of MABAS, each state has similar administrative policies and response procedures. Other states, i.e. Ohio, Iowa, and Minnesota, are either working within MABAS-like systems or are considering MABAS as the framework for mutual aid deployments.

The State of Illinois has taken the lead in identifying the CardSmart as the “qualification card” system. MABAS-Illinois is utilizing this system provide pre-authorized, pre-issued credentials to emergency response personnel that would be likely to deploy on a large-scale incident under pre-determined guidelines, i.e. hazardous materials and specialized rescue teams, incident management teams, and response coordinators. All other potentially deployable emergency response personnel will be credentialed and issued qualification cards on scene at the Reception Area (check-in). Since MABAS member states require operational standardization, MABAS-Wisconsin (MABAS-WI) will follow the same operational plan.

Applicant Procedures

The Wisconsin fire service has chosen the Salamander Technologies solution (*CardSmart System*) as the system for providing qualification cards for pre-identified, qualified, and affiliated fire service personnel. This system is consistent with our interstate mutual aid partners in the Mutual Aid Box Alarm System (MABAS). The issuing authority for the fire service will be a state-wide board comprised of representatives of Wisconsin State Fire Chiefs Association, Wisconsin Emergency Management, and MABAS-WI. The local fire chief or the agency manager of each fire and EMS agency will verify the certifications, licensure, and the requisite experience identified for each emergency response position.

The fire and EMS agency leaders will utilize the companion MS Excel worksheets to certify the credentials of the personnel within their agencies. Each individual in the agency will be listed and a check mark will be placed in the box corresponding to the certification, licensure, and/or experience achieved by that individual. For agencies requiring additional worksheets for position categories, duplicate worksheets can be made. To create a duplicate, right click on the category tab that requires a duplicate copy; at the bottom of the dialog box that appears, choose “Move or Copy . . .”; in the next dialog box, place a check mark next to “Create a copy” and click OK. Repeat this process for the number of worksheets required by the agency to account for all personnel.

Once the worksheets are complete, the agency supervisor will print the “Entire Workbook” from the print screen and will place their signature on the worksheets as the verification of the information. Send completed form to:

XXXX XXXX XXXX
XXXX Maintenance Coordinator
XXXX XXXX Street
Madison, WI 53**XXXX**

Resources

- NIMS Guide 0002, March 27, 2007; NIMS Integration Center
- Federal Information Processing Standards Publication, FIPS-201-1
- Real ID Act of 2005
- NIMS Standard for the Credentialing and Typing of Personnel, May 2, 2008 (draft)
- Wisconsin Fire Service Emergency Response Plan, June 1, 2008 (draft)
- Salamander Technologies, CardSmart Systems, Inc.,
www.salamandertechnologies.com

Definitions

The following definitions apply to the policy and procedures:

- **Affiliate-Access** – This term refers to the way individuals who are affiliated with (and become the responsibility of) a credentialed responder and are to be treated under the NIMS Standard for the Credentialing and Typing of Personnel (*Standard*). The *Standard* recognizes that at certain stages of a disaster, teams of people will be arriving at an incident to perform important duties and functions but that they may not be credentialed in specific conformance with this *Standard*. The *Standard* intends that such individuals be assisted in fulfilling these duties and functions if they follow the standards and rules.
- **Authentication Matrix** – This is the collective components and administrative processes of validating personnel at the incident to become credentialed. The Authentication Matrix includes the information within and connectivity to the central data base of information on pre-identified, pre-qualified, and pre-screened personnel available for incident deployment.
- **Check-In** – Check-in is an incident-specific process (logical or physical) that is established by incident/unified commands to receive individuals and to determine whether they will be granted authorization to be deployed for emergency and incident management, response, or recovery purposes. Credentialed individuals are to be assisted to reach check-in processes established by incident command. The check-in process will occur at a facility known as the *Reception Area* under the WFSERP. This term is not to be used to referring to security and access control situations.
- **Credentialed** – A person who has in his possession all three elements outlined in NIMS Guide 0002, i.e., proof of (1) Identity, (2) Qualification or Affiliation, and (3) Authorization for Deployment. A person who has proof of Identity and Qualification/Affiliation is not credentialed until they receive proper Deployment Authorization.

NOTE: Currently the three elements may be presented in physical and/or electronic format, e.g., hard-copy material or data transmitted using technologies. The goal is to achieve validation and verification of the three elements noted above by electronic means resulting in a national trust framework. It is understood that this cannot be accomplished immediately. Any elements of credentialing established under EMAC, or under any State or tribal law for the specific intent of complying with this Standard, are to be used as the standard in the applicable jurisdiction.

- **Credentialing** – This refers to all the administrative processes that result in issuing, using, monitoring, managing, or revoking any or all of the elements necessary for a person to be credentialed, i.e., (1) Identity, (2) Qualification/Affiliation, and (3) Authorization for Deployment.

QUALIFICATION CARD - FRONT SIDE

TEMPORARY – INCIDENT SPECIFIC

MABAS-Wisconsin



Effective Date
05/06/2009
Expiration Date
05/16/2009



**DOE
JOHN, A.**

EMERGENCY RESPONDER

FIRE-EMERGENCY MEDICAL
Anytown Fire Department

**TEMPORARY
CREDENTIAL**
Incident Name

Wisconsin DNR



Effective Date
05/06/2009
Expiration Date
05/16/2009



**DOE
JOHN, A.**

EMERGENCY RESPONDER

CONTRACTOR
Acme Environmental Mitigation

**TEMPORARY
CREDENTIAL**
Incident Name

United States Government



Effective Date
05/06/2009
Expiration Date
05/16/2009



**DOE
JOHN, A.**

EMERGENCY RESPONDER

FOREIGN NATIONAL
United Nations Inspector

**TEMPORARY
CREDENTIAL**
Incident Name

QUALIFICATION CARD - BACK SIDE

Issuer I.D. - 5555555

**DOE, JOHN
A.**
555 Main Street
Anytown, WI 55555

**Finger
Print**
(Not required on
incident issued
qualification
cards)

Gender Eyes Hair
Male BR BR
DOB 05/05/1955
Drivers License
Number/I.D.
5555-5555-5555-05

QUALIFICATIONS/MEDICAL
EMT, FFII, FADO, FOII, RIT,
ISO, SCT, C&GS, IC

Issuer I.D. - 5555555

**DOE, JOHN
A.**
555 Main Street
Anytown, WI 55555

**Finger
Print**
(Not required on
incident issued
qualification
cards)

Gender Eyes Hair
Male BR BR
DOB 05/05/1955
Drivers License
Number/I.D.
5555-5555-5555-05

QUALIFICATIONS/MEDICAL
Level A-Qualified
Environmental Specialist, WI
DNR #55555

Issuer I.D. - 5555555

**DOE, JOHN
A.**
555 Main Street
Anytown, EU

**Finger
Print**
(Not required on
incident issued
qualification
cards)

Gender Eyes Hair
Male BR BR
DOB 05/05/1955
Drivers License
Number/I.D.
5555-5555-5555-05

QUALIFICATIONS/MEDICAL
U.N. Inspector – Authorization
Number 5555-5555

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: Appendix F Voluntary Guidelines – Intra, Inter Div, Regional

Subject: Voluntary Guidelines for Effective Operations

Functional Area: Operations

Category: Guidelines

Approved: MABAS Executive Board on August 2, 2015

Revised:

MABAS WI
Division Report
Division Number: ()
Date: ()

Position – President	Name:	Phone:
Department:	E:mail:	Phone:
Position – Vice President	Name:	Phone:
Department:	E:mail:	Phone:
Position – Secretary	Name:	Phone:
Department:	E:mail:	Phone:
Position – Treasurer	Name:	Phone:
Department:	E:mail:	Phone:
Position – MABAS Liaison	Name:	Phone:
Department:	E:mail:	Phone:
Position – MABAS Dispatch Supervisor or Contact	Name:	Phone:
Department:	E:mail:	Phone:

Division Metrics Mutual Aid

Box Alarms In Division	Regional Aid Received
Box Alarms _____	Strike Teams _____
2 nd Box alarms _____	Task Force _____
3 rd Box Alarms _____	
4 th Box Alarm _____	
5 th Box Alarm _____	

NOTE: This sheet should be returned no later than January 10th each year to the MABAS W Secretary

Division Metrics Scorecard

Intra-Divisional

	Red	Yellow	Green	N/A
GOVERNANCE AND ADMINISTRATION				
BOX CARDS				
POLICY				
COMMUNICATIONS				
OPERATIONS				

Inter-Divisional

	Red	Yellow	Green	N/A
COMMUNICATIONS				
OPERATIONS				

Regional

	Red	Yellow	Green	N/A
BOX CARDS				
COMMUNICATIONS				
OPERATIONS				

MABAS WI

Division Guidelines

INTRA-DIVISIONAL

Red	Yellow	Green	N/A	Metric
GOVERNANCE AND ADMINISTRATION				
				1. Record of all Signed Resolutions and Contracts Comments:
				2. Roster of Fire Department / Division Members Comments:
				3. List of Fire Departments not MABAS-W Members Comments:
				4. Division Maintains a Contact List for all Member Departments Comments:
				5. Division Officers are up to date and noted in Annual Report Comments:
				6. Division Resource List of all Apparatus and Special Equipment Comments:
				7. Div. President has Attended MABAS W Orientation (Powerpoint) Comments:
				8. Division Maintains Meeting Agendas and Records Minutes Comments:
				9. Division President / V.P. and Secretary Entered in E-Sponder Notifications Comments:
				10. Division Submits Annual Report Comments:

INTRA-DIVISIONAL Cont.				
Red	Yellow	Green	N/A	Metric
Box Cards				
				1. Box Cards are completed consistent with MABAS-W Policy and Template Comments:
				2. Box Cards Completed through 5 th Alarm Comments:
				3. Box Cards are Completed by Type consistent with Division Recommendations and Community Needs Comments:
				4. Box Cards reviewed Annually Comments:
				5. Mass Casualty Card is consistent with MCI Plan Comments:
				6. Box Cards include 3 Inter-Divisional Recommendations Comments:
				7. Non-MABAS Resources are noted in Comments Section

INTRA-DIVISIONAL Cont.				
Red	Yellow	Green	N/A	Metric
Division Wide Policies				
				1. ICS Responsibilities Policy Comments:
				2. Firefighter Rehab Policy Comments:
				3. RIT and Mayday Policy Comments:
				4. Passport Accountability Policy Comments:
				5. Incident Safety Officer Policy Comments:
				6. Unit Staffing Policy Comments:
				7. Communications Policy

INTRA-DIVISIONAL Cont.				
Red	Yellow	Green	N/A	Metric
Communications				
				1. Radio Drills Conducted at least Annually consistent with Policy Comments:
				2. Dispatch Center has IFERN with proper PL Comments:
				3. IFERN Radio Coverage is commensurate to Response Area Comments:
				4. MABAS Telecommunications Policy available in Dispatch Center Comments:
				5. Each Agency's Box Cards are available at Dispatch Center Comments:
				6. WSFSERP is available at Dispatch Center Comments:
				7. Badger Red Phone number is available and tested bi-yearly Comments:
				8. Dispatch Center sent Dispatcher to Annual Conference Comments:
				9. Divisions mobile and portable radios have IFERN Access Comments:
				10. All Mobile and Portable Radios in Division have Annex K Comments:
				11. Communication Center Information is in E-Sponder Notifications Comments:

INTRA-DIVISIONAL Cont.				
Red	Yellow	Green	N/A	Metric
Operations				
				1. Division has participated in extra alarm events or exercises Comments:
				2. Division's Departments utilize NIMS compliant ICS Comments:
				3. Passport Accountability System is utilized Comments:
				4. Level I and II staging is utilized Comments:
				5. Division practiced activation of WFSERP Comments:
				6. Division is NIMS compliant Comments:
				7. Divisions follow activation practices for additional alarms Comments:
				8. Divisions are responding with the recommended number of staffing Comments:
				9. All Responding Division Apparatus is NFPA Compliant Comments:
				10. NIMS / ICS Fireground Management used in Daily Operations Comments:
				11. All Stations within the Division are mapped. Comments:
				12. All Drafting locations within the Division are identified and mapped. Comments:

INTER-DIVISIONAL				
Red	Yellow	Green	N/A	Metric
Communications				
				1. Interoperable Communications formalized with Aiding Departments. Aiding Department communicates on Stricken Department's platform and can communicate on MABAS Channels, i.e. IFERN, Red / White / Blue. Comments:
Operations				
				1. Aiding Departments are familiar / trained Stricken Department's Standard Operating Guidelines Comments:
				2. Aiding Departments train with Stricken Department Comments:

REGIONAL				
Red	Yellow	Green	N/A	Metric
Communications				
				1. MABAS Communications channels in mobiles and portables of ST/TF units, i.e. IFERN, RED, WHITE, BLUE Comments:
Operations				
				1. ST / TF Firefighters are minimally Fire Cert. 1
				2. ST / TF Exercise conduct yearly exercises. Comments:
				3. Mustering Point Facilities are open to ST / TF Units with restroom and office facilities available. Comments:
				4. ST / TF Leaders have ability to Map and disseminate Route information to staging to reduce communications
				5. Safety Briefing and Vehicle Safety Template available for ST / TF Leader Briefing Comments
Box Cards				
				1. ST / TF Cards are filled out with alternate resources listed. Comments:
				2. Mustering Points are established and listed on Cards. . Comments: