



# Michigan Mutual Aid Box Alarm System (MIMABAS)

## New and Current Division Audit

**Welcome to the Michigan Mutual Aid Box Alarm System (MIMABAS).** MIMABAS is the only statewide Fire Service Mutual Aid Agreement. MIMABAS only exists because of the fire departments that sign the mutual aid agreement like yours. The MABAS agreement allows fire service resources, day to day, to cross jurisdictional borders without the concern for the legal authority of providing mutual aid.

**MIMABAS provides several organizational benefits.** These benefits include pre-incident resource planning; common communications, access to special operations teams, fire service best practices, and resource management support through pre-designated Mission Ready Packages (MRP's).

**This document provides MIMABAS Division development and auditing considerations.** Some of these items are required for MIMABAS membership, as per the bylaws. These items will be marked as required. Other items are optional but are considered best practices for developing a resource plan and managing an expanding incident.

Now that your department has signed the MIMABAS agreement there are a few items that are required for membership.

### Administrative

- Scan and email signed MIMABAS Agreements to the Executive Director in separate files, titled with department name.
- Scan and email a signed Letter of Support from and identifying your Division Dispatch Center.
- Complete or Update your Division Contact List and send to Executive Director
- Identify an Executive Board member to represent your Division and send email contact information to Executive Director (You may identify one alternate),
- Review Roles and Responsibilities of Executive Board Member.
- Identify a Plan Coordinator to support the on-going development of your Division and send contact information to Executive Director.
- Review Roles and Responsibilities of Division Plan Coordinator.

### Dispatch and Communications

- Schedule a meeting with your Division Dispatch Center Director and the MIMABAS Communications/Dispatch Chief
- Review MIMABAS Communications and Dispatch Plan
- Review MIMABAS 800MHz Communications
- Dispatch should attend MIMABAS Communications Training

### Box Cards (Best Practice – Not Required for Membership)

- Watch MIMABAS Videos (Chief Officers Minimum)
  - Box Card Development
  - Mission Ready Packages (MRP's)

- Develop a Division Box Card Workgroup of Chief Officers, Division Dispatch and Emergency Management to develop and review (annually) Division Box Cards
  - Develop Intra-Divisional Box Cards
  - Develop Inter-Divisional Box Cards or Mission Ready Packages (MRP's)
- Request onsite or distance Box Card Development Course

### Division Policies and Procedures

- Develop Division Mutual Aid Activation Process (How will mutual-aid requests from other Divisions be activated?)
- Adopt MIMABAS Accountability Procedure (Hardware Type is not as important as the procedure. MIMABAS does recommend the Passport Hardware System and can be purchased at our online store).
- Adopt MIMABAS Mayday Procedure

### Division Development (Best Practice - Not Required for Membership)

- If your Division is interested in responding to MEMAC or EMAC requests (More than 12hour deployment), you should train your personnel on how to prepare (Go-Kits), what to expect and after-event deployment activities. This information is available on our website.
- Work with other Divisions in your Region to develop Regional Response Coordinators to support the Incident Commander at a larger or escalating incident.
- Train and Develop Strike Team/Taskforce Leaders within your Division.
- Exercise Division activation and communications plan.
- Develop purchasing procedure for any Out of Division responses where crews may require credit card.

### MIMABAS Leadership Contacts

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