



# MICHIGAN MUTUAL AID BOX ALARM SYSTEM

## Division Plan Coordinator Meeting

October 11, 2023

### MINUTES

1. **Call to Order** - The meeting was called to order by Executive Director Atkins at 1:01 pm.
2. **Roll Call** - Attending members were noted.
3. **Approval of Minutes** - A motion was made by Josh Dessart (3801), and seconded by Paul Strulchuk (3201) to approve the minutes of August 9, 2023; motion carried.
4. **Old Business**
  - A. **RRC Update/ Region 5 Recruitment:** Mike Evans provided an update on the status of all RRCs. He noted that they especially need coordinators for Region 5. They are also finalizing the validation process and getting RRC numbers assigned to some newly trained members. In December they will be looking to make sure local box cards are up-to-date, and then expanding out to neighboring divisions. Eventually they want to try and even-up the division assignments so there is more consistent coverage.
  - B. **IMT/IST Report** - Per Mike Evans there is nothing new to report on this topic.
  - C. **Training Update:**
    - **Box Card** - Director Atkins noted that this training went well and provided a review for those attending. This training is now on the website. As always, if you are struggling with your box card development, Trent is willing to come and assist you.
    - **AVI** - Director Atkins explained that staff is still working on pushing out this program. They are finalizing the course content and hope to be able to provide virtual classes and free train-the-trainer classes to better reach areas that do not have reliable internet. While MABAS does not plan to create formal AVI procedures/policies there may be some best practices information shared in the future.

- **Special Ops Awareness - Online Videos** - Shadd Whitehead indicated that he is still working with *Safe Response.com* to upload awareness level courses. He is currently reviewing the initial 6 courses that have been uploaded. Instructions and guidelines for accessing the courses will be provided in the near future.
- **MABAS 101 Classes in 2024** - Erik Youngblood noted that the 2023 classes have been completed and they are planning for 2024. He added that it has become apparent that it is very useful to have fire department staff in these classes as well as dispatch staff, so that will be encouraged next year. Those interested in a class should contact Erik and he will attempt to plan classes so that multiple requests can be combined geographically.
- **Division Exercises** - Erik Youngblood advised that Wexford is putting together a tabletop exercise this month that will involve their division dispatch center. Approval, notification, assembly and deployment processes will be tested.
- **Notifications from The Red Center** - Erik Youngblood clarified that there are three ways you may receive a Red Center notification; the first method is via text message; the second is a telephone call; the final is an e-mail. At any point at which you acknowledge receipt of the message, it will stop the subsequent messages. It's a good idea to allow all three messages to come through during a test so that you can confirm you are able to get all three types of messages.

## 5. New Business

- A. **Special Equipment MRP's** - Chris Martin reported that the MRP handbook has been merged and divided into four sections. One of the new sections is *Special Equipment MRP's* and he would like assistance from the Planning Coordinators in developing this section. The information needed is a list of what you have in your division that may be useful for others and what you feel you might need that you do not already have a source for (some examples are light pods, air compressors, foam trailers, etc). After identifying what the needs are, they can begin working on how to geographically source them from the various divisions. Chief Cieslik (3201) asked if a cost-structure needed to be considered; Chris Martin advised that an estimated/average man-power cost would need to be determined in order to create the MRP's. Dave McIntyre noted that MEMAC/EMAC requests must follow specific guidance and if there is a cost noted on the FEMA equipment schedule, that is the rate that should be used. The FEMA schedule of rates was updated this past summer and Chris will send it out for future discussions. Chief Strulchuk (3201) asked if Force Protection had been considered for deployments. Dave McIntyre noted that it is incumbent on the host jurisdiction to arrange for law enforcement, but that it is wise to confirm what is being provided as you go into another jurisdiction.

**B. Logs and Trailer Placement in Gaylord** - Not discussed, but for awareness.

**C. OOD Box Cards & Dispatch Notifications** - Mike Evans reiterated the need for the Planning Coordinators to keep their Out of Division box cards current, know your dispatch notification process, and to practice it.

**D. Constant Contact** - Director Atkins is requesting that members use the sign-up link that he will provide again (only about 400 of 700 have registered to date). He clarified that Constant Contact will only be used for mass email notifications. This is due to Google Mail limitations. Routine email will continue to come from Google and the existing MABAS Member Directory spreadsheet will be used as the primary contact information resource. Mike Evans also noted that the RRC Toolbox has a hotlink to the MABAS Member Directory as well.

**6. Adjournment-** The meeting was adjourned at 1:53 pm.

**7. Next Meeting** The next meeting is scheduled for **December 13, 2023 at 1pm.**