



MICHIGAN MUTUAL AID BOX ALARM SYSTEM

Division and Regional Coordinator Meeting

April 9, 2025

Minutes

1. Call to Order - Pat Parker called the meeting to order at 1330 hours.
2. Roll Call - Gabie Keeling completed rollcall via Zoom.
3. Welcome
4. Approval of the December 11, 2024 Minutes - Pat Parker approved the December minutes as presented by email.
5. Public Comment - Shadd Whitehead expressed big kudos to Division 3702 on their recent ice storm with their hard work and response time. Mike Evans shared that power restoration is around 90% at this time. A State declaration has been signed and Michigan will be applying for a Presidential declaration to help with restoration and cleanup efforts. Doug Pratt thanked everyone for the assistance in the northern Michigan ice storm and the response went well. 3201 - asked about the after action report for this incident. Shadd Whitehead stated that reimbursement would follow MEMA and MABAS but more to follow. He also noted that AARs would all be separate (from each agency, National Guard and power companies involved). Mike Cousins gave an update of the recent Chief's Conference.
6. Old Business - Pat Parker gave a brief overview of the recent incidents in 2025 and expressed his appreciation to all the teams involved in all mutual aid efforts.
 - a. Status of new Strike Teams and Task Forces - None, there are a couple in the works per Pat Parker.
 - b. Activation Plans for Divisions
 - c. Involvement in Local Planned Events - None.
 - d. Exercises or Drills (Operation WoW, MABAS 101 classes, etc) - 3201 drill activation process to create a deployment roster took 13 minutes. Looking to do planned activation of POD exercise at the end of May beginning of June. 3208 upcoming annual tunnel trainings involving EMHSD, MABAS and RC. 3704 POD exercise end of May beginning of June to include new dispatchers for full activation drill. 3106 ambulance strike team exercise, looking for a strike team to participate.
 - e. New Validated Teams - None.
 - f. Best Practices
7. New Business
 - a. New Position Descriptions - Pat Parker briefly discussed the roles mentioned below while presenting the drafted documents. He gave an overview of what was changed and why it was changed. Pat went over the importance of the member

directory and keeping their rosters up-to-date with MABAS. Discussion ensued on the role of Regional Coordinator during an incident. Their role is the same but will fall under the direction of the Deployment Coordinator.

- i. Division Executive Board Member [Link](#)
 - ii. Division Coordinator [Link](#)
 - iii. Regional Coordinator [Link](#)
 - b. Mission Ready Package (MRP) [Link](#) - Pat Parker reviewed several changes in the MRP Handbook. Parker noted a draft is being worked on for flood water and will be added soon. He asked that division coordinators and regional coordinators review the handbook and suggest any comments, questions or concerns by April 18th. A final draft will be presented at the next E-board meeting agenda.
 - c. Emergency Response Plan [Link](#) - Pat Parker presented and highlighted the revisions throughout the ERP Handbook. He requested division coordinators and regional coordinators review the handbook and provide feedback with any comments, questions or concerns related to the document by April 18. A final draft of the ERP will be present at the next E-board meeting.
 - d. Box Card Development - Inter divisional (OOD) Box Card Policy [Link](#) - Erik Youngblood gave an overview of the drafted policy. He explained what box cards are and how to create them using this policy. He requested feedback from division coordinator and regional coordinators by April 18th. A final draft will be presented at the next E-board meeting.
 - e. Out of Division Activation Guideline [Link](#) - Erik Youngblood provided an explanation of the processes and procedures. Pat Parker also mentioned that Erik Youngblood has been named the Communications Chief for MI-MABAS. Youngblood mentioned that he has upcoming MABAS 101 classes scheduled in April, May and June; these classes are great for fire personnel and dispatchers.
 - f. Audit of Divisions without 2016 Amended Agreements [Link](#) - Pat Parker discussed the importance of finding the signed agreements of each agency in all divisions. Or signing a new agreement by June 30, 2025.
 - g. Division report outs
 - i. Region 1 - None.
 - ii. Region 2 - None.
 - iii. Region 3 - None.
 - iv. Region 5 - None.
 - v. Region 6 - None.
 - vi. Region 7 - None.
 - vii. Region 8 - Pat Parker noted that Ogemaw recently joined Division 3702 and East Tawas will be joining Bay County. Parker also mentioned that Trent Atkins recently stepped down as Executive Director of MIMABAS. Thanking him for his years of service.
8. Next Meeting - The next meeting is scheduled for **June 11, 2025 at 1330 hours.**
9. Adjournment - Pat Parker adjourned the meeting at 1503 hours.

GK

Topic: Plan Coord - Regional Coord Mtg

Time: Jun 12, 2024 01:30 PM Eastern Time (US and Canada)

Every 2 months on the Second Wed, until Jun 11, 2025, 7 occurrence(s)

Apr 9, 2025 13:30 PM

Jun 11, 2025 13:30 PM

August 13, 2025 13:30 PM

October 15, 2025 13:30 PM

December 17, 2025 13:30 PM

Join the zoom meeting [here](#).

Meeting ID: 869 2240 8123

Passcode: 440982