



## MICHIGAN MUTUAL AID BOX ALARM SYSTEM

### Division and Regional Coordinator Meeting

June 11, 2025

#### Minutes

1. Call to Order Pat Parker called the meeting to order at 1229 hours.
2. Roll Call - Gabie Keeling completed via Zoom.
3. Welcome - Pat Parker welcomed everyone to today's meeting.
4. Approval of the April 9, 2025 Minutes - Pat Parker approved as present via email.
5. Public Comment - None.
6. Old Business
  - a. Review - Member Directory, Resource Maps. What's available through the formal MI-MABAS process?
    - i. Pat Parker showed the different features of the Member Directory. He explained the need for more OOD box cards especially in the UP, SW Lower, Mid-State Michigan, and the Thumb.
    - ii. MRP Handbook, Emergency Response Plan, Div Coord, Reg Coord and Division Executive Board Member Position Descriptions all approved by the Executive Board on May 14, 2025. Pat Parker mentioned these documents can be found on the MI-MABAS website now.
7. New Business
  - a. New ST, TF, or validated teams
    - i. How to create Out of Division Box Cards was explained by Erik Youngblood. An example was presented to the group.
    - ii. Who is interested in adding a OOD (July 9th). A Google form will be sent out soon for Divisions response.
  - b. Deployment Coordinator workbook
    - i. Erik Youngblood gave a tour of the DC workbook that is used by the RED center and DCs when an activation happens. The same workbooks that are used for training purposes as well.
  - c. Task Force/Strike Team Leader Training (Locations and Dates TBD)
    - i. Working components
      1. Chris Martin provided a brief explanation as to why we want to hold in-person trainings this fall and that this helps to work out the kinks during an activation.
    - ii. Who is a good fit in your division?
      1. Chris Martin and Pat Parker mentioned finding qualified team members that are capable to fill in and report back. (July 9th)

- d. Comms Chief Updates
  - i. Get the Intra Divisional box card design guideline out to help out FDs at the local level
  - ii. Out of Division box card design policy out to the divisions to help them out at a regional level
- e. Division report outs: There were no exercises, drills or activation reported out.
  - i. Activations, Drills, Exercises, Division Meetings

8. Next Meeting - The next meeting is scheduled for **August 13, 2025 at 1330 hours.**
9. Adjournment - Pat Parker adjourned the meeting at 1425 hours.

GK

Time: Jun 11, 2024 13:30 PM Eastern Time (US and Canada)  
Every 2 months on the Second Wed, until Dec 17, 2025, 7 occurrence(s)

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