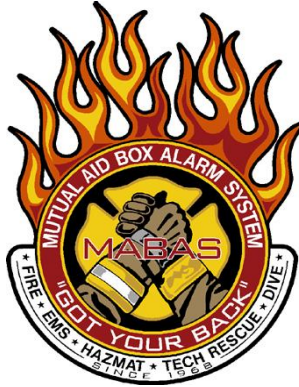


# MABAS DIVISION 54



## POLICIES & PROCEDURES

February 18, 2009

### MABAS DIVISION 54 MEMBERS

Altamont FPD – Beecher City/Tri-County FPD - Brownstown FPD  
Crooked Creek FPD - Dieterich FPD - Edgewood FPD - Effingham FD  
Effingham City Dispatch – Effingham County Dispatch  
Effingham County EMS - Farina FPD – Jasper County EMS - Montrose FPD –  
Noble/Wakefield FPD - Olney FD - Ramsey FPD – St. Elmo FPD - St. Peter FPD  
Shumway FPD – Sigel FPD - Stewardson FPD - Teutopolis FPD  
Vandalia FD - Wade FPD - Watson FPD – Willow Hill FD

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## MABAS 54 POLICIES & PROCEDURES

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**Note: It is understood that the MABAS-IL Advocacy Statements will be adhered to and are considered part of this Policies and Procedures document.**

**Note: It is understood that this is a “living” document and may be changed and updated as needed.**



## **BOX CARDS**

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### **Number Assignments**

**The first two numbers listed below on a Box Card indicate the community and the following are the approved MABAS 54 number assignments.**

#### **Number            Community/Fire Dept./Fire Protection District/EMS Agency**

10	Altamont
20	Beecher City (voted on & approved April 16, 2008)
30	Dieterich
40	Edgewood
50	Effingham
60	Teutopolis (number change voted & approved Dec. 15, 2004)
70	Shumway
80	Montrose (number change voted & approved Dec. 15, 2004)
90	Watson
1000	Effingham County EMS (voted on & approved Jan. 17, 2007)
1100	Brownstown
1200	Farina
1300	St. Elmo
1400	Vandalia
1500	Wade ( Newton)
1600	Olney Fire Dept. (change voted & approved Feb. 16, 2005)
1700	Stewardson
1800	St. Peter (voted & approved April 20, 2005)
1900	Crooked Creek (voted & approved April 20, 2005)
2000	Ramsey (voted & approved July 20, 2005)
2100	Sigel (voted & approved March 15, 2006)
2200	Noble Fire Protection District (voted & approved April 19, 2006)
2300	Jasper County EMS (voted & approved September 20, 2006)
2400	Willow Hill FD (voted & approved August 19, 2009)

MABAS BOX ALARMS are for major incidents where more than 2 pieces of mutual aid apparatus are needed.

**When establishing a Box Card – MABAS 54 members agreed that the following personnel minimum manning on responding apparatus would apply:**

- 3 - man Engine company
- 2 - man Tanker company
- 2 – man Brush Truck
- 3 – man Squad/Rescue

**When creating a Box Card – Remember that no more than 20% of a Department’s resources should go out the door at one time.**



## **BOX CARDS**

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### **Minimum Manning on a Box Card**

**The last two numbers on the Box Card indicate the specific type of Box Alarm and the following minimum manning requirements have been agreed upon.**

#### **Hydrant Cards - (Minimum 3 Companies and 1 Chief )**

Number series to be used 11,21,31,41.....

ex: 10-11 Hydrant Card for Altamont

#### **Non-Hydrant Cards - (Minimum 1 Engine, 2 Tankers, 1 Chief)**

Number series to be used: 12,22,32,42 .....

ex: 10-12 Non Hydrant Card for Altamont

#### **EMS Cards - (Minimum 3 Ambulances -1 of each level, 1 Chief)**

Number series to be used: 13,23,33,43.....

ex: 10-13 EMS Card for Altamont

#### **Brush Cards - (Minimum 1 Engine, 1 Brush, 1 Tanker, 1 Chief )**

Number series to be used: 14,24,34,44 .....

ex: 10-14 Brush Card for Altamont

#### **Water Rescue/Recovery Cards**

Number series to be used 15,25,35,45 .....

ex: 10-15 Water Rescue Card for Altamont

#### **Haz Mat Cards**

Number series to be used: 16,26,36,46 .....

ex: 10-16 Haz Mat Card for Altamont

#### **Tactical Rescue Cards (meant for Trench, Rescue, etc.)**

Number series to be used: 17,27,37,47 .....

ex: 10-17 Tactical Rescue Card for Altamont

#### **Target Hazard Cards - (Minimum 3 Engines, 1 Truck, 1 Ambulance, 2 Chiefs )**

(meant for schools, power plants, anything out of the norm)

Number series to be used: 18,28,38,48 .....

ex: 10-18 Target Hazard Card for Altamont

#### **Health Care Facility Cards - (Minimum 3 Engines, 1 Truck, 2 Ambulances, 2 Chiefs)**

Number series to be use: 19,29,39,49 .....

ex: 10-19 Health Care Facility Card for Altamont



## **BOX CARDS**

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A Chief may only operate in one position and may not be part of a crew.

Change of Quarters is a NON EMERGENCY response.

### **Replacement of a Chief on a Box Card** (approved on September 17, 2008)

It was agreed Asst. Chiefs/Battalion Chiefs/Captains may be sent in replacement of a Chief when requested on a Box Card Alarm.

### **Rules for Submission**

Any Box Card changes must be submitted to the Box Card Committee for review. **The Committee will accept Box Card changes, once a year, in the month of October.**

**The Box Card Committee will meet in the month of November to review & approve the Box Card changes. ALL changes must be approved in the month of November by the Box Card Committee.**

**The Box Card Committee SHALL submit the “approved” Box Card changes to the Secretary no later than December 1** so that the Secretary has time to prepare the Box Card changes and gather the required signatures before the January meeting. **NO EXCEPTIONS TO THIS RULE.**

**The approved Box Cards changes will then be voted on by the membership at the annual meeting in January. All voted on Box Cards will then be in effect at this time.**

### **Box Card Changes – Copies and Distribution**

The Secretary of the Association will be responsible for updating Box Card changes approved by the Box Card Committee and gathering any required signatures needed.

The Secretary of the Association will be responsible for distribution of the “original” Box Cards to the Primary Dispatch Center. In addition, the secretary will immediately copy the revised Box Cards to the Department/District involved, the Secondary Dispatch Center (Effingham County PSAP) and will ensure that said copies are placed on file in the MABAS 54 Executive records.

Any Box Card Changes will then be copied to all members via email immediately following the annual meeting in January - after said changes have been voted on.

Departments/Districts, **outside of Effingham County**, will be responsible for copying their Dispatch Centers of any and all Box Card changes – even those changes that are not of their Department/District.

### **Requesting a Box Alarm**

**Request should be made to the Primary Dispatch Center via radio or phone – 217-342-4131.**

**If requesting several Box Alarm Levels do so one box card level at a time** so Dispatch has the time to get one moving before you request another one to save on confusion. (i.e. Box, 2<sup>nd</sup> Alarm, 3<sup>rd</sup> Alarm, etc.)

**Striking Out a Box Alarm** – When the Incident Commander feels 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 IC will notify the Division Dispatch Center and give his name, the address of the Box Alarm and request that 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. (MABAS– General Operating Procedures – Revised Jan, 1998.)



## COMMUNICATIONS

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**Effingham City Dispatch is our Primary Dispatch Center. Their number is 217-342-4131.**

All MABAS Box Cards will be routed to this PSAP Center.

- MABAS operates on 4 (four) frequencies. They are as follows:  
IFERN 154.265  
RED 153.830 (Fire Ground)  
WHITE 154.280 (Fire Ground)  
BLUE 154.295 (Fire Ground)
- 154.265 IFERN is the major frequency - which is required (this is for IC) When enroute, units will switch to IFERN to communicate with the Dispatch Center.
- 3 fire ground channels are needed in your portables as well (known as Red, White and Blue)
- When calling Dispatch and requesting mutual aid (or a Box Card) you should identify your department and your MABAS Division (ex: MABAS DIVISION 54 FROM ALTAMONT) In addition, state the Box Card Number and Level that you are requesting.
- All communications will go through the Effingham City 911 Center by mobile radio when an alarm is activated for MABAS.
- After Dispatch contacts a Box Card for aid, it was agreed that Dispatch would wait for 5(five) minutes for a department to respond to a call. After 5 (five) minutes, if no response has been heard, Dispatch will attempt to contact the Department again to see if they are enroute. If still no answer, Dispatch will then go to the next level to replace that piece of apparatus. If the weather conditions are bad, Dispatch will extend this waiting period to 7 – 10 minutes UNLESS YOU CALL DISPATCH AND PASS ON THE AID.
- When requesting a Box Alarm, state the business/residential name and address and the staging area for the incident.
- When departments are on the scene, you will switch to the Red, White and Blue channels for operations and IC. The Incident Commander will monitor 154.265 and the fire ground channels. (Red, White, & Blue)
- Plain language should be used – NO TEN CODES. (ex: enroute, on scene, fire under control)
- “MAYDAY” term is to be used only when a firefighter is down or lost in the building. IF THERE IS A “MAYDAY” ALERT ALL OTHER RADIO TRAFFIC STOPS IMMEDIATELY SO THAT THE INCIDENT COMMANDER CAN INVESTIGATE.

**The safety of fire personnel is top priority. Command and all on scene will go to another channel, and Dispatch will monitor on the 154.265 frequency so that all is on tape.**



## COMMUNICATIONS

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- Dispatch will make sure that IC is aware of the “MAYDAY” alert so that this is not lost in communications and so that the communications goes to the 154.265 frequency and is on tape.
- If there is any discrepancy as to a Box Card being dispatched – Dispatch will have the final say.
- Time management – Dispatch will start a clock when an alarm goes out. Every 20 minutes Dispatch will contact IC on your status. This is to be done in order for Dispatch to assist IC in the monitoring of personnel as well as time spent in operations so another Box alarm can be activated if needed. Make sure you use “plain language” and inform Dispatch when the scene is under control so this 20-minute clock can stop.

### **Radio Signatures for Personnel (based on their assigned Community/Fire Department number).**

**Number series to be used for personnel will be 100 – 150**

Ex: Altamont Fire Chief would be 100

Ex: Altamont Asst. Chief would be 101

### **Apparatus Numbers (based on their assigned Community/Fire Department number)**

**Number series to be used for apparatus will be 151 - 199**

Ex: Altamont Apparatus – Engine 151, Engine 152



## **ELECTION OF OFFICERS**

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### **Clarification of Time Tables Associated with Nominations & Elections**

#### **As stated in the MABAS 54 Constitution & By Laws – Article 5, Section 3; Officers of the Association:**

*“Not less than thirty days prior to the Election date, prospective candidates for office shall place their name and qualifications in the hand of the nominating committee for consideration of placement on the official ballot.”*

**Therefore, it is understood that since the Association does not hold a meeting in December that the Election process, as mentioned above, must begin in November.**

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#### **In addition, the Constitution further states that:**

*“An Election shall be held at the Annual meeting of the Association.”*

**It is further understood that the Annual meeting of the Association is always held in January, as that is the beginning of its fiscal year.**

**Therefore, the Election of Officers shall be voted on at the first January meeting of the Association.**



## **HAZ MAT TEAM**

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### **Governed By**

The MABAS Division 54 Haz Mat Team is governed by all of the Fire Chiefs of MABAS 54.

Any changes made to the MABAS Division 54 Haz Mat Team Policies and Procedures must be approved by the Fire Chiefs of MABAS Division 54.

It was agreed that a Chief's designee may vote on any changes provided said designee(s)'s name(s) is on file with the Secretary of the association.

### **Response Procedures**

The Haz Mat Team may only respond to another MABAS Division jurisdiction due to the requirement of a MABAS Mutual Aid Agreement. The only exception to this rule is if IEMA deploys the Team. It is also noted that an EMS MABAS affiliated agency may call the Haz Mat Team if needed.

Every Haz Mat Team Deployment in our Division will involve the movement of the Haz Mat Response Trailer, Light Tower, Decon 54 and Air 54.

It is also noted that additional response vehicles may be needed when the call is outside of our Division as the Team has a 14-County response area. Initial response may only be the Equipment Trailer (housed in Effingham) and Decon 54 (housed in Teutopolis).

### **Billing Procedures**

The Secretary of MABAS Division 54, on behalf of all members, will be responsible for all billing associated with a Haz Mat Team response. Monies will be collected and a check will then be cut back to each Department/District that had a team member(s) that participated in the response.

### **Emergency or Non Emergency request of Air 54/Decon 54/Light Trailer/Mass Casualty Unit**

Requests for use of the apparatus/equipment should be made directly to the Department where the apparatus/equipment is being housed. Personnel must be trained to operate the vehicle/equipment OR personnel must be provided by housing department.

The requesting department is responsible for refueling & cleaning the apparatus/equipment before returning to the housing department. Any supplies used by the requesting department must be restocked immediately upon return. (ie: Mass Casualty Unit – soap)



## **INCIDENT COMMAND**

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**If a Chief is IC or a Sector Officer then he cannot be part of a crew as well.**

It is important that IC address Dispatch using their personnel radio signature (ex: Effingham Dispatch - 500 is command - or assuming command) This is an example of the Effingham Fire Chief (500) telling Dispatch that he is on scene and is IC or that he is assuming IC duties upon his arrival.

### **Staging**

IC should make Dispatch aware of where you will be staging vehicles when you call for a box alarm– since narrow streets and country roads may make vehicle parking impossible. Suggest that they meet in a nearby parking lot or a nearby farm in order to get vehicles out of the roadway until equipment is needed.

- If a major incident occurs - use a staging area near a major road or interstate and direct incoming apparatus to it. Use your local parking lots, school lots, church lots, etc..  
Then have a staging officer on hand to direct traffic to the scene.

### **Size Up**

IC or first arriving company should size up the scene and explain what's happening when you get there. (Ex: *one-story residence, flames showing on one side, some evacuation in process*)

IC and all responding Units - Remember to tell Dispatch when you are Enroute, On Scene, and In Quarters.

### **PASSPORT SYSTEM – Accountability**

- White tag – goes on Command Board
- Red tag – stays with the vehicle/truck
- Green tags – use for Non-MABAS members – you will have blanks so you can account for these men – use tape and write the name on the tape with ink and place on blank tag so you can reuse
- If a firefighter is staying with the vehicle then his name tag should be placed upside down.
- First engine on the scene – can be the Accountability Engine and passports should be put there – the IC will then pick them up and account for personnel and equipment from there.
- Chief and Asst. Chiefs should have their own passports and in all colors.
- PAR (Personnel Accountability Recall) - when a PAR is called for it means a roll call of all personnel.
  
- Traffic should be on VHF and RED, WHITE AND BLUE CHANNELS FOR THE Fireground Operations on a MABAS Box Alarm. IFERN should be the primary dispatch channel for units responding to the scene.
- When departments are on the scene, you will switch to the Red, White and Blue channels for operations and IC. The Incident Commander will monitor 154.265 and the fire ground channels. (Red, White, & Blue)

### **Personal Injury Accidents**

It was agreed that those Fire Departments/Districts in Effingham County will respond with 1-2 pieces of equipment and no personal vehicles.



## **INVENTORY**

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### **Changes to Inventory**

Inventory changes will be allowed at anytime – on major changes – such as apparatus.

Inventory changes will only be allowed once a year – on minor changes – such as equipment and supplies. These changes may be submitted in October in order for inventory updates to be distributed to the membership in January.

Inventory changes will be noted in the MABAS 54 Executive Board files by the MABAS 54 Secretary.

Inventory changes will be noted on the website by the MABAS 54 Secretary.



## **MEETINGS**

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### **Monthly Meetings**

MABAS Division 54 monthly meetings will be held on the 3<sup>rd</sup> Wednesday of each month at 7:00 pm - unless the membership is notified, in advance, of a need to change.

The exception to the above rule is - If the 3<sup>rd</sup> Wednesday of November happens to fall in the week of Thanksgiving - then the monthly meeting will then be moved to the 2<sup>nd</sup> Wednesday of the November for only the year that the change is needed.

### **Annual Meeting**

The Annual Meeting is always considered to be the first monthly meeting in January.

### **Meeting Schedule**

The meeting schedule for the New Year will be prepared by the MABAS 54 Secretary and distributed to the membership at the November monthly meeting.



## MABAS 54 Dues Schedule

### *Approved February 2008 MABAS-IL Executive Board Meeting*

Dues are structured on a sliding scale based on a department's annual expenditure operational budget. Capital expenses should not be included in the budget total used to determine the annual fee for a department's dues.

Fire district budgets are different from municipal fire departments budgets in that fire district's budget have all expenditures reflected. Municipal budgets exclude certain expenditures and costs such as pension. Fire districts should therefore deduct expenditures from their budget total which are unique to a fire district budget. The goal in doing this is to make both municipal and fire district budgets comparable.

### *Per MABAS 54 Treasurer*

The following schedule/timeline will be followed each year so that the Division dues are paid in a timely manner. Please note that the procedures set forth will occur at each of these designated monthly meetings – NO EXCEPTIONS TO THIS RULE.

**Division 54 April monthly meeting** - A copy of each Department/District's current Budget will be given to the Division 54 Treasurer

**Division 54 May monthly meeting** - Invoices for dues will be distributed by the Division 54 Treasurer

**Division 54 July monthly meeting** – Department/District's dues payment will be due into Division 54 Treasurer. The payment may be mailed or hand delivered to the Treasurer but must be received by the day this monthly meeting occurs. The Treasurer will then seek approval to pay Division 54 dues at this meeting and a check will be mailed no later than August 1 to the MABAS-IL Executive Board.

Annual Budget	Dues
< \$50,000	\$15
\$50,001 to \$100,000	\$100
\$100,001 to \$1,000,000	\$175
\$1,000,001 to \$5,000,000	\$250
\$5,000,001 to \$10,000,000	\$275
\$10,000,001 to \$20,000,000	\$525
\$20,000,001 to \$25,000,000	\$775
\$25,000,001 to \$35,000,000	\$1,025
> \$35,000,001	\$1,525