

Mutual Aid Box Alarm System – Illinois Statewide Response Special Operations Teams Team Member Certification Training (Part 2 of 2)

Index #: B-08-02

Adopted: 1/30/2012

Revised: 9/10/2018

Page 1 of 4

Subject: Special Operations Team Rosters (Part 2 of 2)
Functional Area: Special Operations Team Rosters - MABAS Operations
Branch Chiefs
Category: Procedure & Guideline
Approved By: TRT MABAS Committee
HazMat MABAS Committee
MABAS Operations Staff



PURPOSE

The purpose of this document is to provide guidelines and structure to MABAS Operational Staff in the priority and placement of Statewide Special Operations Team members in training within designated training certification class slots (CFD-Division 9 is excluded from this guidance as they have their own UASI funding source).

REASON & RATIONALE

Due to reduced federal revenues and the need to maintain and sustain MABAS-Illinois' Statewide Special Operations Teams, operational response rostered positions will be filled by individuals assigned to team training rosters based on priorities of team need, functionality and revenue capacity.

SPONSORSHIP

MABAS-Illinois will provide an approved sponsorship list of certification class candidates and commit to cost sponsorship of overtime/backfill and stipends of those attendees selected and assigned.

SPECIALIZED TEAMS

MABAS-Illinois recognizes Statewide Special Operations Teams for class sponsorship: HazMat, TRT, and Water Rescue.

AUTHORITY & RESPONSIBILITY

It is the MABAS-Illinois Operations Section and Branch Chiefs' responsibility and authority to:

- Authorize any personnel changes regarding MABAS web-based Special Operations Team rosters for response and training.
- Recommend any change to a Statewide Special Operations Team response status on the MABAS Statewide CAD. Approval is required by the MABAS CEO.
- Extend training/certification class slots to Statewide Special Operations Teams based on priority needs guidelines.
- Track each Special Operations Team's performance record and progress in accepting training certification slots and associated rosters for response and training.
- Branch Chiefs will then assign a funding source for each sponsored attendee as either State (SHGP) or UASI as directed by funding source document.

Mutual Aid Box Alarm System – Illinois Statewide Response Special Operations Teams Team Member Certification Training (Part 2 of 2)

Index #: B-08-02

Adopted: 1/30/2012

Revised: 9/10/2018

Page 2 of 4

Further, it is the MABAS-Illinois Training and Exercise Branch's responsibility to be the single point of interface between MABAS Operations Branch Chiefs and training institutions like IFSI and the certifying OSFM agency. Further, the Training and Exercise Branch will:

- Provide the MABAS Finance & Admin Section with an approved list of Statewide Team candidates scheduled and accepted to certification classes.
- Receive a validated list from the educational institution of accepted team candidates who have met all academic course requirements.
- And, confirm successful certification of the special team class attendee by the OSFM.
- Submit an approved-for-payment memo/signature to the MABAS Finance/Admin Section upon completion of the course which summarizes:
 - Confirmation of each student's initial approval for sponsorship by MABAS-IL.
 - Categorization of State (SHGP) or UASI funding source.
 - Confirmation of successful/unsuccessful completion of the academic institution's course attendee requirements.
 - Status of certification completed by OSFM of each attendee.

Priority Assignment Guidelines for MABAS Operations Section Staff:

The following guidelines are not intended to be interpreted in a strict manner but rather as a set of guidelines that will ultimately produce fully capable operational response teams functioning from roster strength of twenty (20) – thirty (30) fully trained and certified personnel for every statewide team.

Operational teams for statewide purposes are capability-measured on three criteria; equipment, staffing roster, training and certification of staffing rosters. For priority purposes assisting in class slot assignments, the following color codes are assigned:

- **Red**
Inadequate staffing for an operational response for emergencies – Removed from CAD.
- **Dull Yellow**
Just barely capable of an operational response as staffing level of certified individuals barely exceeds minimums – Second round CAD response as back-ups.
- **Bright Yellow**
Capable of response as Statewide Team as roster of certified individuals is above previous but less than a full, twenty (20) person staffed roster – Remains in statewide CAD for initial responses.
- **Green**
Fully capable team with minimum of twenty (20) person fully certified roster – Statewide response CAD capable.

Capability Based Color Coding:

The following provides guidance in objective measures regarding response-ready, CAD applicable color coding:

- **Red**
Response-ready roster of fully certified personnel is at nine (9) or less team individuals.
- **Dull Yellow**
Response-ready roster of fully certified personnel is between ten (10) and (thirteen) 13 team individuals.

Mutual Aid Box Alarm System – Illinois Statewide Response Special Operations Teams Team Member Certification Training (Part 2 of 2)

Index #: B-08-02

Adopted: 1/30/2012

Revised: 9/10/2018

Page 3 of 4

- **Bright Yellow**

Response-ready roster of fully certified personnel is between fourteen (14) and twenty (20) team individuals.

- **Green**

Response-ready roster of fully certified personnel with a minimum of twenty (20) team individuals.

General Team Priority Preference Guidelines for Selecting Candidates for Certification Training Class Slots Afforded MABAS Sponsorship:

- Teams with rosters categorized as red and dull yellow should receive slot priority over bright yellow and green teams.
- Teams, regardless of color rating, which have individuals who are two (2) or fewer classes from being fully certified should be given preference immediately following slot commitments to red and dull yellow teams.
- Teams which are rated red, dull yellow and possibly bright yellow may wish to consider consolidation into a single team as a quick and real solution to team rostering capability.
- Class slot availability is also dependent on any course prerequisites of an attendee. MABAS Operations Staff shall confirm prerequisites of all class candidates before sponsorship is approved.
- MABAS Staff will try to provide all known, recognized, and OSFM approved special operations team certification classes statewide. All special teams will have an opportunity of available slots based on priority preference guidelines.
- All MABAS Operations Staff will secure back-ups of attendees for all secured class slots in order to provide a short notice fill-in due to unavoidable cancellations.
- MABAS Operations Staff are authorized and encouraged to award priorities for class slots to teams which have a demonstrated ability to commit and complete class sessions versus teams which have demonstrated a cancellation-riddled, lackluster history.

STATEWIDE SPECIALIZED TEAM DIVISIONAL LEADERS

Divisional Statewide Team Leader Responsibilities:

- Team leaders are expected to keep their divisional executive boards advised of team readiness issues. This includes equipment, team roster capability, and training/certification requirements (classes and team validation cycles.)
- Team leaders must be well-versed and knowledgeable of the status of their team rosters. This includes training certification needs and the availability of training rostered personnel to attend MABAS-sponsored certification classes.
- Team leaders are expected to be responsible to MABAS Branch Chiefs' contacts, communications and opportunities. All responses need to be conveyed in a reasonable amount of time.
- Team leaders are solely responsible to advocate their team training/certification needs when their team is in the red and dull yellow categories.

Mutual Aid Box Alarm System – Illinois Statewide Response Special Operations Teams Team Member Certification Training (Part 2 of 2)

Index #: B-08-02

Adopted: 1/30/2012

Revised: 9/10/2018

Page 4 of 4

State (SHGP) and UASI Team Categories (Attachment A):

Statewide teams, from a training and exercise standpoint, will be funded from either State or UASI (Cook County) provided funding sites. The matter should remain transparent at the division and department level.

Attached is a list of all Cook County or Other divisions and the funding site for training, including certifications, exercises and the like regarding OT/BF. MABAS Staff will use the site when preparing reimbursement documents for processing.

Current Statewide Team Status of Rosters (Jan. 2012) (Attachment C-1 and C-2):

Attached is the current (Jan. 2012) Special Teams rosters for HazMat and TRT. The rosters reflect staffing levels for response and training of all statewide recognized teams. The rosters will be updated from time-to-time.

IFSI and Educational Institutions Enrollment Data Requirements (Attachment D):

The enrollment of a student in a MABAS-sponsored class requires important data regarding the individual. Attachment D includes the data divisional team leaders must provide to MABAS staff for sponsorship and class enrollment.

Divisional team leaders must also confirm that class prerequisites are met before an individual is awarded a class slot. MABAS Staff must confirm prerequisites are met through OSFM.