

Mutual Aid Box Alarm System – Illinois

Governance – Division Creation

Index #: B-09-01

Adopted: 2/8/2017

Revised:

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Subject: Division Separation and Creation
Functional Area: Governance - Operations
Category: Policy and Procedures
Approved By: MABAS Executive Board



PURPOSE

Establish governance guidance regarding considerations associated with creations of new MABAS-IL MABAS divisions and transfers of agency primary membership between MABAS divisions.

RESPONSIBILITY

As required by the policy, creation of new MABAS divisions falls within the authority of the MABAS Executive Board. The authority to allow transfer of agency primary membership of a division begins with both, gaining and losing MABAS divisions however may be superseded by MABAS President and MABAS Executive Board, and it is the responsibility of MABAS-IL staff to assure appropriate administrative requirements are met before official recognition actions are officially implemented.

ACCOUNTABILITY

Adherence to this policy is as stated under the responsibility section of this policy.

REPORTING REQUIREMENT

No recurring reporting requirement is associated with this policy.

BACKGROUND CONSIDERATIONS

MABAS Illinois has experienced rapid growth since 9-1-1. Additionally, MABAS-IL has established divisional standards for regional, statewide and interstate deployments. The standards include statewide special operations teams, divisional task forces/strike teams and MABAS issued specialized vehicles and division assigned deployment sustainment equipment.

Creation of a new division or separation of a primary member agency from a division requires assessment considerations regarding service level standards, division capabilities, cost implications and overall readiness impacts on the statewide system should a division creation or divisional split occur. All such impacts must be identified before any action occurs.

The following considerations, parameters and standards are included in this policy:

1. New division establishment when no other MABAS-Illinois divisions geographically exist close to or bordering the area petitioning for MABAS division recognition.
2. MABAS member agency(s) requesting reassignment from primary membership from one existing division to primary membership to another existing division.
3. Existing MABAS division primary member agencies request authority to leave existing primary member division and create and be recognized as a newly established MABAS-IL division.
4. Administrative processes required when MABAS member agency(s) request reassignment (Section 2) of primary MABAS division – or – when a new MABAS division is created (Sections 1 and 3).
5. Dispute resolution process and procedure as defined by MABAS-Illinois Bylaws.

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POLICY

As stated in DRAFT Section 1 thru 5.

Section 1: Creation Considerations – New Divisions

- 1.01 Circumstance - No divisions exist in or near a geographic area.
- 1.02 Circumstance - A group or number of fire agencies exist are not MABAS member agencies.
- 1.03 Circumstance - The group or number of fire agencies find MABAS agency membership and affiliation of benefit to their service areas and citizens/businesses.
- 1.04 Should MABAS-Illinois division be established along a border of another state and the adjoining state does not have a MABAS system in place, fire agencies from the adjoining state may join a MABAS-Illinois division. In most cases out of Illinois fire agencies joining a MABAS-Illinois division will be considered as having primary versus associate membership in the MABAS-Illinois division.
- 1.05 The group of fire agencies seeking MABAS membership understand and are willing to comply with the following MABAS standards;
 - Individual agency dues structure
 - MABAS operational standards regarding box card use, response staffing, communications procedures and frequency use, MABAS Bylaws and divisional bylaws
 - Mobilization & deployment requirements under statewide response plan
- 1.06 Identification of a divisional primary and back up MABAS divisional dispatch centers.
- 1.07 Primary and back-up secondary dispatch centers must have a capability to meet MABAS communications dispatch requirements (IFERN and radio encoding alerts) and provide effective voice communications (transmit and receive) throughout the proposed division's area of geographic coverage.
- 1.08 A single agency division may be established for single municipality serving a population base of 650,000 residents or greater. In all other circumstances divisions should include multiple agencies.
- 1.09 When many individual fire agencies are applying for recognition as a MABAS division all agencies within a geographic area should be contiguous regarding sharing of common borders where service areas share jurisdictional boundaries. Service area voids where islands exist due to non-MABAS member agencies or agencies from other MABAS divisions should be avoided.
- 1.10 Considerations must be given regarding the creation of a new primary division include the new divisions capability to meet mobilization and deployment requirements, including, but not limited to:
 - General firefighting task force and strike teams
 - Assignment of MABAS provided deployment equipment for self-sustainment
 - General divisional resource capabilities and the CAD 80/20 rule.
- 1.11 Petitions for creation of new MABAS division are required to be submitted in writing for approval and recognition to the MABAS statewide Executive Board.
- 1.12 All new MABAS agencies within the new division must have MABAS Contract, MABAS Ordinance and Secretary's Certificates approved and signed by their individual policy boards.
- 1.13 (See Section 5 – Dispute Resolution & Section 4 – Administrative Processes).

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Section 2: Divisional Transfer of Agency Membership from One MABAS Division to Another

- 2.01 Circumstance - MABAS member agencies may find a transfer of primary membership from one division to another division operationally beneficial. Transfers of primary divisional membership from one division to another division can be approved if both division's Executive Boards agree and the transfer of primary division assignment is not contested.
- 2.02 The MABAS Operations Branch Chief(s) for the losing and gaining MABAS divisions must be consulted prior to approval actions by divisions regarding transfer of an agency's primary division assignment. MABAS Operations Branch Chief will need to evaluate potential impacts to statewide special operations teams, deployment capabilities of general firefighting task forces/strike teams and CAD system 80/20 protocols. Any notable positive or negative impacts resulting from an agency's primary division assignment will need to be reported to MABAS Operations Section Chief. Adverse operational system impacts may negate and disallow the transfer of an agency from primary division assignment to another division.
- 2.03 Agency transfers of primary division membership may be appropriate if the transfer is based on an improved span of control, geographic area coverage and capabilities balance. The transfer may provide practicality in both the gaining and losing division's service level performance and effectiveness.
- 2.04 MABAS divisions have agency members who are designated as "primary" members of a division. MABAS member agencies are allowed to have primary affiliation with only one MABAS division. An agency's primary affiliation with a division drives that agency's divisional reporting responsibilities and accountability. Agencies should have voting rights only in their primary division. MABAS statewide dues are applicable only to primary MABAS member agencies.
- 2.05 MABAS member agencies may also be "associate" members of MABAS divisions other than their primary division. Associate member agencies may assist in matters relating to inter-divisional responses however an associate member status of an agency does not supersede the agency's responsibilities to their primary MABAS division. Associate member agencies should not have voting rights in their non-primary divisions.
- 2.06 Agency transfers of primary division membership based on divisional dues amounts in itself is not in itself valid justification for the action.
- 2.07 Evaluation and considerations must be assessed in any agency primary division transfer regarding its impacts on any statewide special operations team (HM – TRT – Water – MIST). Agency divisional transfers which have negative impacts on a statewide special operations team's capability and response status should be avoided.
- 2.08 Considerations must be given regarding the creation of a new primary division include the new divisions capability to meet mobilization and deployment requirements, including, but not limited to:
- General firefighting task force & strike teams.
 - Assignment of MABAS provided deployment equipment for self-sustainment.
 - General resource capabilities and the CAD 80/20 rule.
- 2.09 Should a divisional transfer of primary divisional assignment be agreed to by both, the gaining and losing divisions, the transfer can be approved by a vote of both of the division boards. Upon such action MABAS HQ CEO and MABAS President will be notified in writing of the agency transfer of divisional primary assignment. No action is required by the MABAS statewide Executive Board when transfers of divisional primary assignment are not contested.
- 2.10 Contested transfers of an agency's primary divisional assignment require MABAS statewide Executive Board involvement and possibly ultimate decision making authority.

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- 2.11 The gaining and losing MABAS division must work with MABAS operations and plans to adjust records, CIMS and CAD to recognize the agency's transfer of division assignment.
- 2.12 (See Section 5 – Dispute Resolution and Section 4 – Administrative Processes).

Section 3: Existing Divisional Split Where Some Primary Division Agencies Request Creation of a New MABAS Division

- 3.01 MABAS member agencies of a primary division who seek recognition as a new division requires MABAS statewide Executive Board consideration, involvement and approval action. Creation of a new primary division by member agencies from an existing primary division requires considerations and evaluation of a number of parameters and standards including the factors listed below. In the total assessment of the creation of a new primary division from an existing primary division requires consideration of the factors listed in determining the overall statewide MABAS system will be stronger or weaker from the proposed action regarding service capabilities. The factors for evaluation and assessment include.
- 3.02 Impacts on operational effectiveness and efficiencies to local, regional and statewide MABAS response capabilities.
- 3.03 Modifications and or establishment of additional primary and secondary MABAS divisional dispatch centers. Primary and back-up secondary dispatch centers must have a capability to meet MABAS communications dispatch requirements (IFERN and radio encoding alerts) and provide effective voice communications (transmit and receive) throughout the proposed division's area of geographic coverage.
- 3.04 Impacts on statewide Special Operations Teams (HM-TRT-Water) status, capability and impact/responsibility related to grant fund and cost impacts.
- 3.05 Considerations must be given regarding the creation of a new primary division including the new divisions capability to meet mobilization and deployment requirements, including, but not limited to:
- General firefighting task force & strike teams.
 - Assignment of MABAS provided deployment equipment for self-sustainment.
 - General resource capabilities and the CAD 80/20 rule.
- 3.06 Determination of divisional continued support and mutual aid commitment of divisionally assigned major MABAS resources including:
- Decontamination vehicles.
 - Air compressor/cascade vehicles.
 - Mobile ventilation unit.
 - Water rescue boat systems (team assigned).
 - Specialized detection and analysis equipment assigned to statewide teams.
- 3.07 Divisional assigned mobilization and deployment self-sustainment support equipment needed for regional/statewide/interstate assigned missions, including:
- ATV/UTV and transport trailer.
 - Generator-light tower.
 - Expedient shelter system.
 - Anti-nerve agent kit.
 - Estimated expense @ \$130,000.⁰⁰ – cost impact.
- 3.08 Will divisional creation as primary result in disruptions of contiguous service areas, jurisdictional boundaries, which produce “islands” which can be avoided or prevented?
- 3.09 Will the divisional creation reduce or improve needed redundancies, voids in service/response capability, and cost effectiveness of the MABAS system?

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- 3.10 Creation of a new MABAS primary division from an existing MABAS primary division requires approval of the MABAS statewide Executive Board. Requests and reasons for consideration regarding the action need to be submitted in writing by both the primary MABAS division Executive Board and the agencies requesting creation of the newly defined MABAS primary division.
- 3.11 All requests for action consideration should be forwarded to MABAS HQ/CEO and MABAS statewide President.
- 3.12 Written requests from both the existing primary MABAS division and the petitioners from the proposed new MABAS primary division need to address all questions raised under Section 3 of this document.
- 3.13 The MABAS statewide President may invoke dispute resolution actions as provided under MABAS statewide Bylaws – Section VII.
- 3.14 (See – Section 5 – Dispute Resolution and Section 4 – Administrative Processes)

Section 4: Administrative Processes

Should approval be gained under any of the actions outlined (Sections 1, 2, and 3) in this document, the following administrative actions need to be completed to assure accuracy in mobilizations, appropriate communications and CAD/CIMS data is current. The actual execution of the approved action will not take effect until the following is accomplished:

- 4.01 Branch Chief meets with division boards to review most recent SAV status and corrective actions.
- 4.02 Branch Chief assures all information in CIMS is updated and correct reflecting approval action.
- 4.03 MABAS Plans Branch Chief confirms divisional CIMS and CAD has been adjusted as needed from action.
- 4.04 MABAS Administrative Section assures all static information data sheets, dues records, and Executive Board contact information is adjusted and accurate.
- 4.05 MABAS Plans Branch Chief coordinates with MABAS operations assuring correct status, locations of MABAS deployed special vehicles and response status of special teams is accurately stated in CIMS and CAD.
- 4.06 MABAS Plans coordinates and informs all actions with RED Center.
- 4.07 Review of recent divisional SAV's or completion of an initial SAV for newly created division and corrective action plans for deficient critical matters as identified.

Section 5: Dispute Resolution

The MABAS President may take various actions regarding requests as listed in this document. Those options include any or all of the following:

- 5.01 Place matter on an upcoming MABAS Board agenda and - or
- 5.02 The MABAS President may invoke Section VII of the MABAS Bylaws (2/24/2016) regarding the following:
 - Mediation
 - Fact finding
 - Negotiations
 - Report & recommendation development
- 5.03 Requests for agenda action may be tabled by the MABAS President until all applicable research, fact finding and satisfactory resolved have been exhausted.
- 5.04 Dispute resolution ultimately is resolved, through a Bylaws regulated majority vote of all divisions at a MABAS-Illinois Executive Board meeting.

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Section 6: Governance Authority

- 6.01 MABAS divisions are allowed, and furthermore encouraged, to adopt organizational structures and systems within their division that may become necessary to address the challenges of large geographical areas, and large number of member departments, so as to provide effective intra-agency collaboration, cooperation and response capabilities.