

Mutual Aid Box Alarm System – Illinois

Vehicle Operations Policy

Index #: B-11-01

Adopted: 2/17/2026

Revised:

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Subject: MABAS Vehicle Use, Assignment, and Maintenance
Functional Area: Operations
Category: Guideline
Approved By: Elected Leadership



PURPOSE

This policy establishes standards for the assignment, use, care, maintenance, reporting, and accountability of MABAS-owned vehicles. This policy does not require re-execution of existing Memoranda of Understanding unless otherwise directed by MABAS.

SCOPE

This policy applies to all MABAS-owned or MABAS-assigned vehicles, regardless of funding source, vehicle type, or storage location.

POLICY

Ownership and Authority

All vehicles remain the property of MABAS. Assignment of vehicles to a MABAS Division shall be governed by an executed Memorandum of Understanding (MOU) between MABAS and the receiving Division. A representative copy of the MABAS Memorandum of Understanding is included as Appendix A to this policy. Acceptance of a vehicle constitutes agreement to comply with the executed MOU and this policy. MOUs executed prior to the adoption of this policy remain in effect unless amended, replaced, or rescinded by MABAS.

Vehicle Assignment and Custodial Responsibility

Assigned divisions assume custodial responsibility for vehicles, including proper use, care, readiness, and compliance with this policy. Custodial responsibility does not confer ownership or reassignment authority.

Authorized Use of MABAS Vehicles

MABAS vehicles shall be used only for official MABAS purposes, including emergency response, approved training and exercises, readiness or coordination activities supporting the MABAS mission, and other non-emergency uses that directly support or benefit the MABAS Division to which the vehicle is assigned, when approved in accordance with this policy.

Emergency response requirements shall supersede all non-emergency use of MABAS vehicles. When a vehicle is engaged in approved non-emergency use and a MABAS emergency response is requested, reasonable arrangements shall be made to return the vehicle to service or otherwise make the resource available for the response.

Non-Emergency and Inter-Division Use

Non-emergency use requires Division Board approval, is limited to host and surrounding divisions, requires a 24/7 point of contact for overnight storage, protection from inclement weather, and return to assigned location when not in scheduled use.

Cost Recovery and Usage Fees

MABAS may assess usage or cost-recovery fees for non-emergency use of vehicles by agencies or organizations other than the host division.

Driver Qualifications and Training

Only properly trained and qualified personnel may operate MABAS vehicles. Divisions shall maintain documentation of operator qualifications.

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Storage, Readiness, and Inventory Control

Vehicles shall be stored securely, maintained response-ready, and retain all issued inventory.

Maintenance, Inspection, and Repairs

Vehicles shall be maintained in accordance with manufacturer recommendations. Assigned divisions are responsible for routine inspections and servicing.

Insurance and Risk Management

MABAS will insure vehicles assigned to MABAS divisions. Divisions must insure each vehicle has an up-to-date insurance card.

Vehicle Accidents and Incidents

In the event of an accident or incident involving a MABAS-owned or MABAS-assigned vehicle or trailer, operators shall prioritize the safety of personnel and the public and follow applicable laws, local procedures, and incident command direction.

Vehicle accidents or incidents shall be reported through appropriate local reporting procedures and MABAS notification processes. Accident documentation shall include completion of the applicable MABAS accident reporting form, along with any required local department or law enforcement reports.

Restrictions on Transfer or Loan

Vehicles shall not be transferred, loaned, or reassigned without written approval from the MABAS Executive Board.

Reassignment, Return, or Removal from Service

Vehicles shall be returned to MABAS if a division dissolves, withdraws, fails to comply with this policy or its MOU, or reassignment is required.

Reporting and Documentation Requirements

Vehicle use, maintenance, inspections, incidents, operator qualifications, and inventory accountability shall be documented and retained.

Annual Vehicle Use and Maintenance Summary Report

Each assigned division shall submit an annual vehicle use and maintenance summary report to MABAS.

Compliance and Enforcement

Failure to comply may result in suspension of vehicle use or reassignment.

Authorities

Illinois Emergency Management Agency – Office of Homeland Security (IEMA-OHS); Illinois Vehicle Code (625 ILCS 5); MABAS governance documents; applicable state and federal grant requirements.

The following standards, guidance, and reference documents inform the implementation of these guidelines:

References: Where referenced standards are revised or consolidated, the most current applicable edition shall apply.

Vehicle manufacturer service, inspection, and maintenance manuals, as applicable.

NFPA 1071, *Standard for Emergency Vehicle Technician Professional Qualifications*.

NFPA 1911, *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles*.

NFPA 1900, *Standard for Fire Apparatus and Emergency Vehicles* (consolidated standard encompassing legacy apparatus design standards such as NFPA 1901, 1906, 414, and 1917).

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National Fire Protection Association (NFPA) standards applicable to emergency response vehicles and maintenance, including:

Illinois Emergency Management Agency – Office of Homeland Security (IEMA-OHS) Federal Preparedness Grants Program Policy Manual, as amended.

Emergency Management Assistance Compact (EMAC) resource management and reimbursement guidance.

Emergency Management Accreditation Program (EMAP) Emergency Management Standard, as amended.

Mutual Aid Box Alarm Systems

Vehicle Operations Policy

Memorandum of Understanding

OVERVIEW

This appendix contains a representative copy of the Memorandum of Understanding (MOU) used by MABAS for the assignment of vehicles to MABAS Divisions. This appendix is provided for reference purposes only. Executed MOUs govern vehicle assignment, responsibilities, and use.

MUTUAL AID BOX ALARM SYSTEM

MEMORANDUM OF UNDERSTANDING

Between: MABAS Executive Board and MABAS Division(s)

This Memorandum of Understanding is in regards to an equipment grant awarded to MABAS by the Illinois Homeland Security Advisory Council (IL-HSAC) under the guidance of Illinois Emergency Management Agency - Office of Homeland Security (IEMA-OHS). The purpose of the grant is the assignments of logistics _____ and essential supplies and equipment to sustain CBRNE incident response capabilities. Operational performance of the _____ incorporates the interoperability between Fire, Rescue and Law Enforcement equipment. This is for the purpose of supporting statewide and regional MABAS operations. The planned actions are contingent upon available funding and appropriations approvals.

Accordingly, the undersigned authorized agent for the recipient MABAS division accepting the subject logistic _____ and supplies understands and agrees to the following terms of this Memorandum of Understanding.

- Recipients of equipment and apparatus must be directly related or sponsored by a MABAS Division.
- Recipients of equipment and their participating agencies shall comply with all of the requirements stated in the document awarding the grant funds to MABAS from IEMA-OHS.
- Recipients of equipment are responsible for the proper use, care, maintenance, and repair of granted equipment through its manufacturer's useful life span. Recipients of this apparatus shall follow the manufacturer's recommendations for routine maintenance and services. Reimbursement of cost associated with the equipment's use, repair, care, maintenance and replacement from MABAS or IEMA-OHS is neither inferred nor provided.
- Recipients of equipment with only allow properly trained and experience individuals to use the equipment on incident scenes. Operators of logistics _____ must hold a valid Illinois Class B non-CDL license or higher class.
- Granted equipment shall only be utilized for **OFFICIAL MABAS USE**. All individuals using granted equipment shall maintain adequate documentation of the training provided and the current inventory of equipment supplied with each logistic _____ identified in pages 3 and 4.
- By accepting the grant and vehicle assignment, equipment, training, and reimbursements, the accepting agency will meet all applicable minimum standards as established by MABAS and IL-HSAC for statewide response. Failure to do so shall result in cancellation of the grant, return of equipment and possible IL-HSAC expense reimbursement.
- Recipients of granted equipment shall not transfer or loan equipment to any other agency without the written consent of MABAS Executive Board.

- Granted equipment, non-expendable in nature, shall not be disposed of without the written approval of the MABAS Executive Board. Replenishment of expendable equipment on the inventory list is neither in inferred nor provided through IEMA-OHS or MABAS.
- Recipients may voluntarily return granted equipment to MABAS Executive Board who will redistribute such equipment to qualified recipients.
- Should a MABAS division dissolve, reorganize, restructure, or no longer wish to served in a mutual aid/statewide capacity, all equipment issued under the grant shall be turned back into MABAS for redistribution or assignment.
- All equipment recipients agree they will respond to MABAS mutual aid calls and statewide mutual aid calls under the direction of IEMA-OHS to areas within or outside of the State of Illinois, and outside their geographic area of primary response if instructed to do so by authorized individuals. Recipients shall not charge another local jurisdiction or governmental unit for use of the equipment or other response costs; however, all agencies may submit for reimbursement as provided by law, during an IEMA-OHS authorized response and/or declaration of disaster or under applicable spillover ordinances and statutes, if applicable.
- The MABAS Executive Board will insure the vehicle and its major components so long as revenues are available to do so from the State of Illinois. In the event revenue is absent, the accepting Divisions will be required to insure the vehicle and major components.
- Recipients of granted equipment is responsible for associated costs for service and maintenance of the vehicle, air filtration systems and compressor OSHA required air quality testing. Reimbursement for maintenance and replenishment of expendable components associated with these systems is neither inferred nor provided through IEMA-OHS or MABAS. However, while funds are available MABAS plans to provide the yearly compressor maintenance and air quality testing.
- Issued expendables and support equipment will have inventory (page 3) maintained by local assigned MABAS Division and all equipment, supplies and expendables are to be stowed on the vehicle for full inventory during response.
- MABAS has established a performance standard based on the logistic _____ capabilities and inventory. Deleting the issued inventory cannot be allowed, as the inventory drives the service capacity for supporting breathing air operations. The total capacity of the logistic _____ allows the Incident Commander the ability to determine the total number of units needed to service an incident.

The following equipment has been granted to the recipient agency: MABAS Division _____

EQUIPMENT GENERAL INFORMATION		ACCOUNTABILITY		COST	
Item / Description	Qty.	Part No.	Serial No.	Unit Price	Amount

Total: _____

MABAS Staff Name | Title | Date

Recipient Agency

Authorized Division Agent | Title | Date

