



CITY of NOVI CITY COUNCIL

**Agenda Item E
March 22, 2010**

SUBJECT: Approval of Resolution approving the City's participation in the Mutual Aid Box Alarm System (MABAS), an intergovernmental agreement providing fire mutual aid assistance among its signatories.

SUBMITTING DEPARTMENT: Public Safety *DELETED*

CITY MANAGER APPROVAL: *[Signature]*

BACKGROUND INFORMATION:

The Michigan Association of Fire Chiefs has put its full support behind the MABAS system and encourages all fire departments in the State of Michigan to form regions and divisions. Every community cannot afford to have the equipment and personnel necessary to respond to large scale incidents. When completed the MABAS system will include all fire departments in the State of Michigan. Division 2 is made up of 66 fire departments from Oakland and Western Wayne Counties. The resources of these departments include all fire apparatus and personnel which may be available to augment our City's resources during a manmade or natural disaster.

As a MABAS member agency, every community has the same agreement as signatories, all agreeing to send available predetermined resources to assist a stricken community. This agreement does not replace local mutual aid agreements already in place. The benefits of MABAS are; improves disaster response capabilities, reduces the impact of a disaster, strengthens interstate mobilization, and brings fire service stakeholders together.

This agreement provides the legal parameters for intrastate and interstate mutual aid such as liability, Worker's Compensation, and indemnification language that is required of inter-local agreements. MABAS agencies are required to adopt the Michigan Emergency Management Assistance Compact (MEMAC). These two agreements provide for mutual aid resources and the capability for reimbursement when a department responds pursuant to a governors declaration of disaster.

As with other agreements, the City of Novi will need a resolution authorizing the Mayor to enter into the MABAS Agreement. Legal counsel has reviewed this matter and opines there is no legal impediment which precludes the City of Novi from executing this agreement.

Please find attached the MABAS Emergency Response Plan and a sample copy of the resolution required to become a member of the MABAS system.

RECOMMENDED ACTION: Approval of Resolution approving the City's participation in the Mutual Aid Box Alarm System (MABAS), an intergovernmental agreement providing fire mutual aid assistance among its signatories.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Crawford				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

**RESOLUTION REGARDING MUTUAL AID BOX ALARM SYSTEM (MABAS)
INTERLOCAL AGREEMENT**

Minutes of a _____ Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall in said City on _____, 2010, at 7:00 o'clock P.M., Prevailing Eastern Time.

PRESENT: Councilmembers _____

ABSENT: Councilmembers _____

The following preamble and Resolution were offered by Councilmember _____
_____ and supported by Councilmember _____.

WHEREAS, the City of Novi has the authority to maintain and operate a fire department providing fire protection, fire suppression, emergency medical services, technical rescue, hazardous incident response, and other emergency response services ("Fire Services"); and

WHEREAS, the Fire Services can be further improved by cooperation between political subdivisions during times of public emergency or disaster ("Incidents"); and

WHEREAS, the Michigan Constitution 1963, Article VII, Section 28, and the Urban Cooperation Act of 1967, Act 7 of Public Acts of 1967, Ex. Sess., being MCL 124.501, et seq. (the "Act"), permit a political subdivision to exercise jointly with any other political subdivision any power, privilege, or authority which such political subdivision share in common and which each might exercise separately; and

WHEREAS, the Mutual Aid Box Alarm System (MABAS) is a mechanism that may be used for deploying personnel and equipment in a multi-jurisdictional or multi-agency emergency mutual aid response; and

WHEREAS, as a result of entering into a Interlocal Agreement to further improve Fire Services through the Western Wayne County Fire Department Mutual Aid Association, that authority is creating a MABAS Division; and

WHEREAS, the City of Novi has concurrent with this resolution authorized signature of an amended and restated Western Wayne County Fire Department Mutual Aid Association; and

WHEREAS, the City of Novi desires to commit personnel and equipment to another party upon the request of another party if deemed reasonable; and

WHEREAS, the City of Novi City Council finds it in the best interest of its citizens from a safety and financial standpoint to enter into the Interlocal Agreement authorizing participation in the Western Wayne County Fire Department Mutual Aid Association Michigan MABAS Division:

NOW, THEREFORE, be it resolved that the Mayor and the City Clerk be authorized to execute the Michigan Mutual Aid Box Alarm System Agreement in connection with the City's participation in the Western Wayne County Fire Department Mutual Aid Association, authorized concurrent with the authorization set forth in this resolution subject, if necessary, to technical, typographical, or non-substantial modifications approved by legal counsel before the Effective Date of the Interlocal Agreement.

AYES:

NAYS:

ABSENT:

ABSTENTIONS:

RESOLUTION DECLARED ADOPTED _____, 2010.

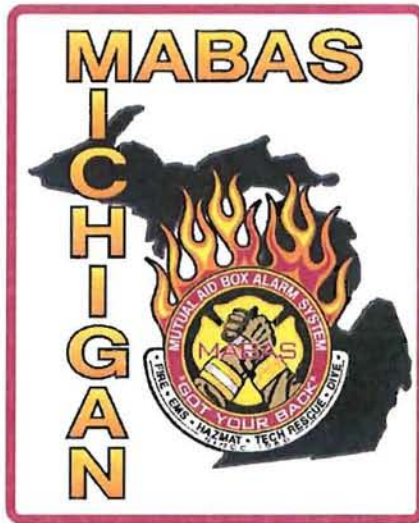
STATE OF MICHIGAN)
)ss.
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and acting City Clerk of the City of Novi, County of Oakland, State of Michigan, do hereby certified that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held on the ___ day of _____, 2010, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ____ day of _____, 2010.

MARYANNE CORNELIUS, City Clerk

1392836



MUTUAL AID BOX ALARM SYSTEM MICHIGAN

“Emergency Response Plan”

August 2009
Version 8.9

Michigan Association of Fire Chiefs

<http://www.michiefs.org>

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CONCEPT AND DESIGN

Purpose

The purpose of the Mutual Aid Box Alarm System Plan - Michigan (the Plan) is to provide local fire chiefs with easy access to additional fire service resources that may be needed in a major fire, disaster or other major emergency. The Plan is based on a series of observed occurrences and shared experiences during recent disasters and major emergencies in the State of Michigan. It is also an evolution of our past experiences in dealing with the day-to-day incidents that continually challenge our resources and competencies. Most importantly, it is a practical approach to provide fire service resources in quantities beyond the means of any single fire department.

The Michigan Association of Fire Chiefs (MAFC) launched the Plan with assistance from the International Association of Fire Chiefs (IAFC), the Michigan State Police Emergency Management Homeland Security Division (MSP EMHSD), the Bureau of Fire Services, the Michigan Fireman's Association and other distinguished fire service providers to provide for the systematic mobilization, deployment, organization, and management of fire service resources to assist local agencies in a major fire, disaster or other major emergency. The local fire service agency is the first tier of defense in responding to the ravages of a disaster. No community has the resources sufficient to cope with all emergencies.

Scope

Michigan is susceptible to natural and man-made disasters, therefore accentuating the need for this level of coordination and preparation. The effective management of emergency response personnel during the incipient stage of any major incident and throughout its extended operations will have the most significant impact on life loss and the severity of injuries to the affected population. The Plan provides for the rapid activation and response of aid to a community in the event of a localized disaster. These events may include major fires, train derailments, tornadoes, hazardous materials incidents, wildland fires, domestic or foreign terrorism and other events that may overwhelm the local fire department. The Plan will serve as the mechanism to commit local fire, Emergency Medical Services (EMS), hazmat response, technical rescue, incident management and other special response resources to emergencies beyond the ability of existing local mutual aid systems.

Key Concepts of the Plan

The Plan is designed to enhance disaster management at the local, county, and state level of government and will:

1. Provide a simple method to immediately activate large quantities of fire, EMS and specialized personnel and resources.
2. Establish the positions, roles, and responsibilities necessary to activate and maintain this plan.

3. Compliment other disaster plans and existing mutual aid agreements at the local and state and federal level.
4. Utilize the Incident Command System (ICS) and the National Incident Management System (NIMS).
5. Serve as the mechanism for the mobilization of resources in a coordinated manner with various state and local agencies.

In addition, activation of the Plan does not diminish local command and control of the incident or the initial response of MABAS-MI resources.

AUTHORITY

The Michigan Constitution of 1963, Article 7, § 28, and the Urban Cooperation Act of 1967, Act No. 7 of the Public Acts of 1967, Ex. Sess., being MCL 124.501 et seq. (the "Act"), permit a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common and which each might exercise separately.

TRAINING COMPETENCIES/PHYSICAL REQUIREMENTS

All participating agencies shall be responsible for obtaining and maintaining, all licenses, permits, certificates and governmental authorizations for its participating personnel to perform all of their obligations under any response. All personnel and agencies participating in the Plan shall comply with all federal and state laws, rules, regulations and orders applicable to participation in the Plan.

Responding personnel shall meet the following minimum requirements/compliance:

- 1) Michigan Firefighter's Training Counsel Firefighter II certification
- 2) Michigan Firefighter's Training Counsel Hazardous Materials Operations certification
- 3) National Fire Academy Incident Command System certification
- 4) National Incident Management System compliance

If a request for ALS Ambulances is made within the MAFC Emergency Response Plan (ERP) there shall be at a minimum, one licensed Paramedic and one licensed Basic Emergency Medical Technician. If a request is made for EMS personnel and transportation is not necessary, responding personnel shall hold a State of Michigan EMS license in accordance with their assigned duties.

Personnel responding with Hazardous Materials or Urban Search and Rescue (USAR) teams shall have certifications and training that meet local, state and federal requirements.

All participating agencies agree that they shall only deploy responders that are in acceptable physical condition to safely perform the duties of their position (fit for duty).

STATE OF MICHIGAN EMERGENCY OPERATIONS CENTER (SEOC)

The Michigan Emergency Management Act (MCL 401 et seq.) (the Act), sets forth the guidelines for disaster/emergency response in Michigan. The State Administrative Agency for Emergency Management/Homeland Security in Michigan is the Michigan State Police (MSP).

In the event an emergency or disaster is beyond the control of local agencies, the Chief Executive Official of a City or County may request additional resources from MSP and/or request the Governor declare a state of emergency or disaster. In the event that an emergency or disaster is beyond the control of State resources, the Governor may request federal resources through FEMA, and request that the President declare a federal state of emergency or disaster.

If an event is beyond the control of local agencies, State agencies will provide resources to local government according to the functional responsibilities outlined below. These functions are referred to as Emergency Support Functions (ESF). For each function, a designated State agency will have primary responsibility and will provide resources and leadership relating to that function.

** At this time the Michigan Emergency Management Plan does not support the NSF ESF numbering system. This plan is under review and changes will be made in the near future. The following table reflects current ESF functions and responsible state agencies.*

ESF	FUNCTION	RESPONSIBLE STATE AGENCY
1	Transportation	Michigan Dept of Management and Budget Michigan Department of Transportation
2	Communications and Warning	Department of Information Technology (MDIT) and Michigan State Police Emergency Management Homeland Security Division (MSP EMHSD)
3	Public Works & Engineering	Michigan Dept of Transportation (MDOT)
4*	Fire Fighting	Michigan Department of Labor and Economic Growth (DLEG) Michigan State Fire Marshal (SFM)
5	Information & Planning	MSP EMHSD
6*	Mass Care	Michigan Department of Human Services (MDHS)
7	Resource Support	Michigan Dept of Management and Budget (MDMB)
8	Health and Medical	Michigan Department of Community Health (MDCH)
9*	Search and Rescue	MSP
10*	Hazardous Materials	Michigan Dept of Environmental Quality (MDEQ)
11	Food and Water	Michigan Dept of Agriculture /Michigan Dept of Natural Resources (MDA) and Michigan Dept of Management and Budget (MDMB)
12	Energy	Michigan Dept of Labor and Economic Growth (DLEG)
13	Military Support	Michigan Dept of Military and Veterans Affairs
14	Public Information	MSP EMHSD
15	Volunteers and Donations	Michigan Department of Human Services (MDHS)
16	Law Enforcement	Michigan State Police
17	Animal Issues	Michigan Dept of Agriculture (MDA)

* Plan provides support for these ESF's

PLAN ADMINISTRATION/MAINTENANCE

MABAS – MI Executive Board

The coordination of the Plan, including its development, revision, distribution, training and exercising, is the responsibility of the MABAS – MI Executive Board (Executive Board). The Executive Board will oversee this process. The Executive Board will be comprised of the following:

- MABAS-MI President (Chairperson)
- MABAS-MI Vice-President (Vice-Chairperson)
- MABAS – MI Secretary/Treasurer
- MABAS-MI Division representatives (one representative from each MABAS-MI division) .

In addition to the above voting members, the Executive Board will have one non-voting representative from the following organizations:

- MSP, Division of Emergency Management and Homeland Security.
- Bureau of Fire Services.
- Central Dispatch, (a representative from a designated regional dispatch center).
- EMS (Government/Association).
- Michigan Professional Fire Fighters Union.
- Michigan State Fireman's Association.
- Legal Advisor

The Executive Board composition may be revised as needed as set forth in the Bylaws.

Plan Revision Process

September: The Executive Board members shall recommend any requested revisions to the Plan by written comment to the Chair by the November meeting of the Plan Committee.

January: At the Executive Board meeting, the Executive Board Chair shall summarize the recommended revisions to the Plan. The Executive Board shall provide preliminary direction as to the scope of the proposed changes and sends it back to the Plan Committee for final draft.

January: The Plan Committee shall prepare a final draft of the proposed revisions to the Plan for distribution to the members of the Executive Board. The Executive Board will review the proposed revisions and vote on adoption of the revised Plan at the March meeting.

April: The revised Plan shall be distributed to all Executive Board members and any revisions affecting training and/or operations will be incorporated into the Plan training packages and distributed accordingly. The revised Plan shall be posted on the MAFC Web site.

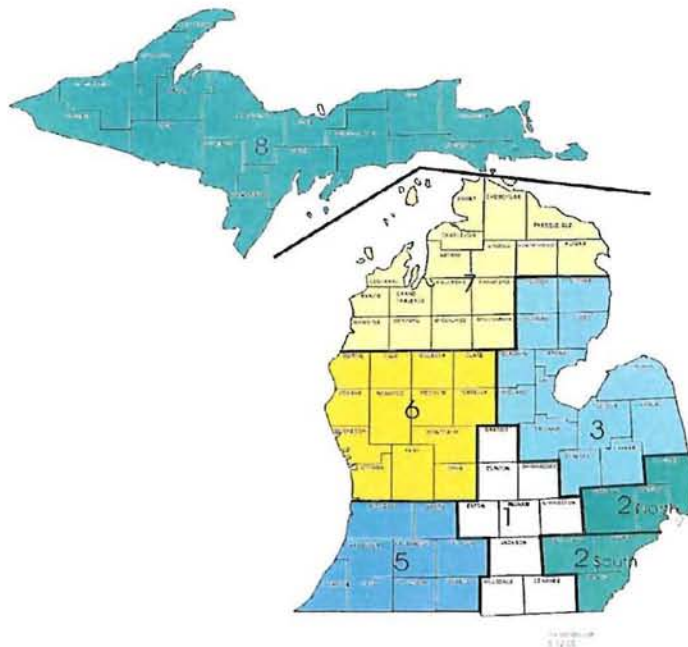
All changes to the Plan will be documented and included in a Plan Revision Log that will become a part of the Plan. Additionally, a record of those serving on each review process will be documented and included into the Plan Revision Log.

Organizational Structure and Responsibilities

The MAFC and Executive Board divided the state into seven regional response areas to match a request from MSP EMHSD for the purpose of maintaining the Plan. The regions are designated as numerals 1, 2, 3, 5, 6, 7 and 8 as shown below on Figure 1.

Within each region, a Regional Plan Coordinator shall be appointed to form a management team consisting of the Regional Plan Coordinator and the Division Plan Coordinators. Each Regional Management Team is responsible for tracking all available resources within the region. Division Coordinators shall be appointed for each division as a vital logistical link from the area. Alternates for each position should be appointed in the event that the primary person is not available during Plan activation.

The above appointments should be geographically separate from each other in the region. With the assistance of the Division Coordinators, the individual fire departments will be given the opportunity to designate resources available in support of the Plan. The combined resources of the seven regions comprise the Plan’s resource network.



MABAS – MI Organization

See Appendix “D” for MABAS – MI Bylaws, Structure and Organization.

ACTIVATION OF THE PLAN

When a community is affected by an event that exceeds their capability, the Incident Commander will initially request additional assistance through their local mutual aid plan. The Plan recognizes that there are several variations of mutual aid systems throughout the State of Michigan. The Plan is not intended to replace or inhibit the development of any local or regional mutual aid system. When a local jurisdiction is no longer able to obtain additional assistance through the area mutual aid system, they may activate the MABAS-MI plan by requesting additional assistance.

Jurisdictions that have chosen not to participate in the MABAS-MI plan may still request mutual aid from the Michigan Emergency Management Assistance Compact (MEMAC) through their local Emergency Management Office. For immediate need responses, the request shall normally be made by the Incident Commander or their designee to the designated Dispatch Center.

Upon the activation of the local Emergency Operations Center (EOC), planned response requests for assistance shall be channeled from the Incident Commander to the local EOC and then the local EOC to the State Emergency Operations Center SEOC.

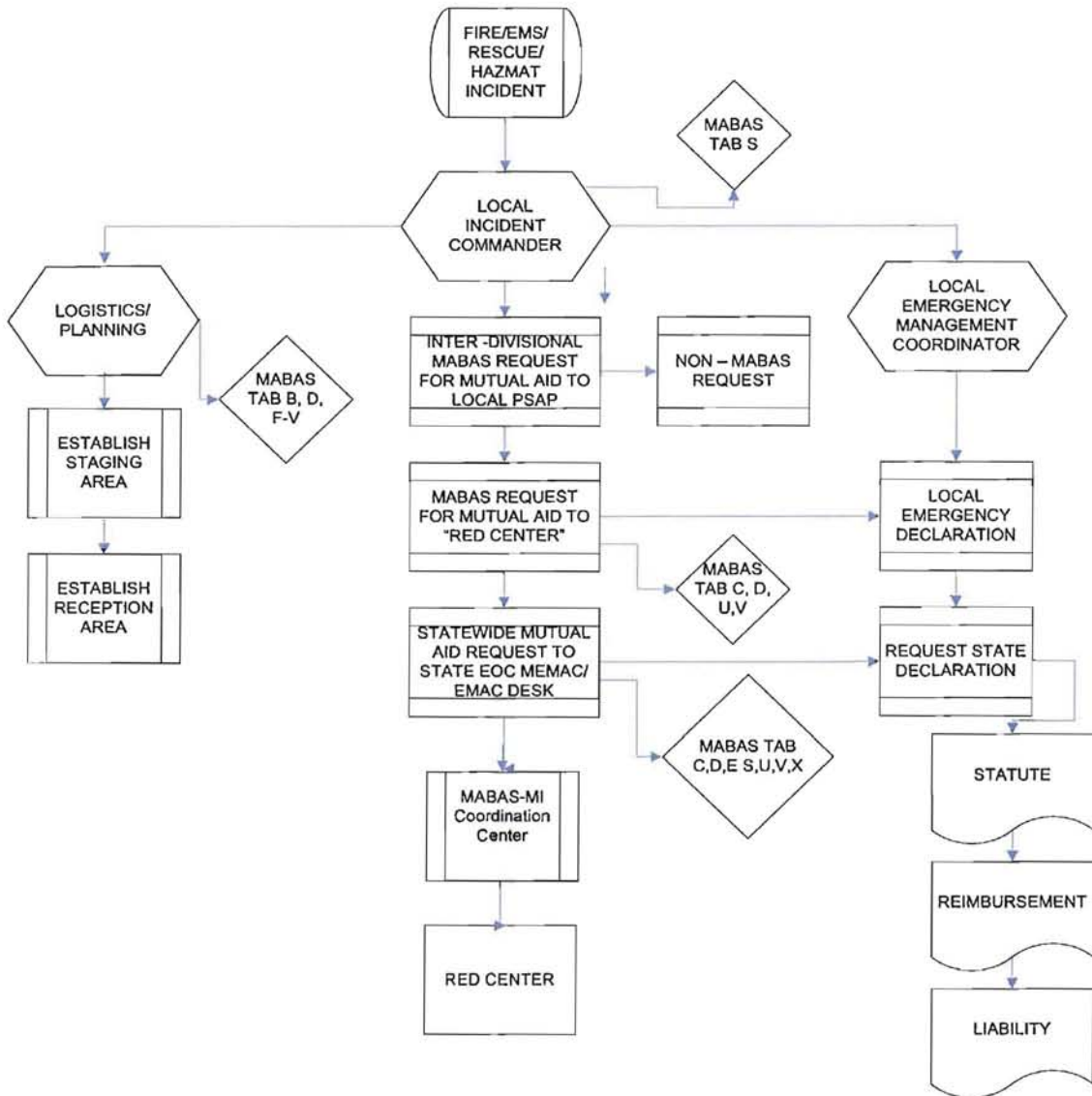
Request for Assistance

For an interdivisional activation of MABAS, requests will be handled by the Division Dispatch Center. Once interdivision resources have been overwhelmed a interregional request will be made from the Division Dispatch Center to the Regional Dispatch Center who shall then make contact to the appropriate MABAS-MI Divisional Dispatch Center.

All intraregional requests for assistance will be processed from the SEOC and the MABAS-MI Coordination Center through the designated MABAS-MI Regional Dispatch Centers. The SEOC will also contact the Executive Board and activate the MABAS-MI Coordination Center to advise of the activation and status of the response. The Coordination Center shall assist in the coordination of the response and a MABAS-MI representative shall be assigned to the local EOC of the affected jurisdiction to assist the local Emergency Manager.

Upon receiving a request for State-Wide inter-Regional assistance, the MABAS-MI Coordination Center will complete the Request for Assistance form listing exactly what resources are being requested, what Division resources have already been utilized, the anticipated duration of the mission and nature of the mission to which those resources will be assigned. The designated MABAS-MI Regional Dispatch Center will then fill the request.

MICHIGAN MABAS FLOW CHART



Resource Inventory

Each Division will maintain an updated inventory of the equipment, vehicles and personnel which are available for response within the scope of the Plan. The participating agencies will review the resource inventory section for completion and submit to their Division Coordinator. The Division Coordinator shall gather the resource sheets and enter the information into the MABAS - MI database via E-team. A participating fire department may refuse a request if filling the request would be inappropriate within the Chief or his/her designee's sole discretion. The MABAS-MI Regional Dispatch Center and the Regional Coordinator will utilize the resource inventory as a guide to track available resources.

A method of typing resources is located in the MABAS-MI Reference Guide. The list of available resources shall be updated annually.

DEPLOYMENT OF RESOURCES

Time Frame for Deployment

Immediate Response: Time frame for deployment of these missions shall be as soon as possible but preferably within thirty (30) minutes of notice from the Division Dispatch Center. Unless otherwise stated, the anticipated duration of the deployment will be less than 24 hours. Deployed resources shall respond to the designated Staging Area.

Planned Response: Unless specified otherwise, the standard for a planned deployment shall be within three (3) hours of notice from the Division Dispatch Center. Unless otherwise stated, the anticipated duration of deployment will range from 24 hours to a maximum of 72 hours with an EMAC deployment of 72 hours to 14 days. Deployed resources shall respond to the designated Staging Area.

Self Dispatch

Responding units and/or individuals shall not self dispatch to plan activations. To ensure proper dispatch procedures and to maintain security of an incident, a codeword shall be issued to responders. The incident codeword shall remain confidential throughout the incident. Units or individuals that are unable to provide the codeword will be directed to return to their respective communities. It will be the position of the MABAS Executive Board to take aggressive action to insure that self dispatched resources are not reimbursed by any method.

Resource Tracking

Resource tracking begins at the time of dispatch and is relayed from local Emergency Management Center to the MABAS-MI Regional Dispatch. Resource tracking continues at the incident following NIMS and ICS guidelines in accordance with recommendations as outlined in the MABAS-MI Reference Guide. Resource tracking will end when the deployed resource has returned to their respective station.

DOCUMENTATION

Mission Book

Teams or vehicles responding as a part of the Plan shall be equipped with a mission book. Such books should include the following:

1. Copy of all ICS forms (multiple copies of ICS 214, Unit Log).
2. Emergency Contact Form.
3. Copy of all vehicle/apparatus registrations.
4. Copy of basic vehicle/apparatus inventory.
5. Copy of "Immediate Need" and "Planned Response" response guide sheets.
6. Access to a participating agency credit card to cover unanticipated en-route expenses.

Prior to responding, or while en-route, the officer in charge will insure completion of the ICS 214 and the Emergency Contact Form and have them available to present when arriving at Staging.

Once requested resources arrive in the designated Staging Area, it is critical that the documentation process begin. Documentation is important in order to receive funds should the incident become eligible for reimbursement at the State or Federal level. The documentation process is the responsibility of the requesting jurisdiction. The requesting jurisdiction must complete a "Disaster Team Deployment Form". The local jurisdiction will then forward such information to the MABAS-MI Regional Coordinator. The Disaster Team Deployment Form shall contain the following information on each individual that has been deployed:

- Incident #** - to be issued by Regional Dispatch Center.
- Staging Area Location** – as set by the requesting jurisdiction.
- Date/Time Deployed** – available through Regional Dispatch Center and to be updated as replacement crews are deployed.
- Date/Time Demobilized** - to be updated as the mission is completed.
- Full Name** - as it would appear on payroll, social security, etc.
- Agency** - sponsoring department.
- Employee Identification Number** - as it appears on the individuals' payroll records.
- Position** - to indicate position within strike team, task force or position filled resource request. (May also indicate fire service rank)
- Unit Designation** - apparatus number/designation individual is assigned to.
- Comments** - to provide additional information such special skills.
- Emergency Contact** - the name of a family member/friend and 24-hour contact number for each team member deployed.

Dispatch Information

All requested resources will receive dispatch information prior to responding to the incident. The information will clearly identify:

- Call back telephone number of the local Dispatch Center.
- Contact name and telephone number of the jurisdiction requesting assistance.
- Staging area location in affected area.
- Directions to staging area (maps are always helpful).
- Incident codeword
- Any special instructions.

Demobilization

Demobilization from incidents will be relayed through appropriate dispatch channels to notify home units of release of their resources. All assigned resources must follow established demobilization procedures. Termination of ICS is not permissible until demobilization is complete. Demobilization checklist shall be completed for each unit.

LOGISTICAL SUPPORT

Self Contained

A tiered resource response may be necessary. Responding personnel should be self sufficient for up to 24 hours for an immediate response and 72 hours for a planned mission.

Communications

It is realistic to assume that in the wake of a major disaster, the existing communication system in the affected area will be inoperable or severely compromised. It is the responsibility of the requesting jurisdiction to make arrangements for effective communications. Plain language for all voice transmissions must be utilized. See MABAS-MI communications plan for specific communications information.

Force Protection

Protection of responders will be coordinated with ESF 16 (Law Enforcement and Security) based on the nature of the mission and extent of risk to those responders. This protection shall include but not be limited to:

- Protection of personnel and equipment while in transit
- Security at the Base of Operations
- Protection during search & rescue operations
- Protection during rescue operations

The primary mission of the force protection resources is to assess and detect hostile activity before it becomes a risk to operations. The law enforcement officer must assess, evaluate, and then advise the Leader or the senior operations officer, regarding risk associated with criminal or hostile individuals or groups. Force protection is not allowed unless authorized by the SEOC.

CODE OF CONDUCT

All personnel shall strictly adhere to the Code of Conduct as set forth in Appendix "C".

REIMBURSEMENT

Upon the activation of the plan, this Reimbursement policy will be applicable to all on-scene and responding agencies. The requesting organization will be responsible for collecting reimbursement information from each responding fire response agency and submitting such information to the responsible agency for reimbursement.

Upon receipt of reimbursement by the agency, funds will be distributed to the responding agencies that have submitted proper documentation for all deployment and operational costs including costs for personnel, use of equipment, and travel.

Agencies responding to incidents under the MABAS – MI Emergency Response Plan may or may not be reimbursed for their expenses. Reimbursement may be provided by the local entity requesting assistance or by the federal government if the incident occurs on federal land. The incident may also be paid by other statutes concerning reimbursement (e.g. MABAS - MI Fire Service Emergency Response Plan, agencies assume full responsibility for tracking their costs. Without valid documentation, no reimbursement will be made to any responding agency.

Financial Assistance Availability

STATE - The impact of major or catastrophic emergencies can exceed local financial resources. Financial aid and assistance may be requested from the State of Michigan. Financial assistance is available from a variety of sources within the state on a supplemental basis through a process of application and review. Fire departments responding under the Plan should contact the Division Coordinator and/or the Local Emergency Management Director of the impacted local jurisdiction for the appropriate source of assistance and for application procedures.

FEDERAL - When damages are so extensive that the combined local and state resources are not sufficient, the governor submits a request for an emergency or major disaster declaration to the President through FEMA. A joint FEMA, state and local team will conduct a Preliminary Damage Assessment to determine if there is a need for federal assistance. If federal assistance is justified, the President issues an emergency or major disaster declaration and various emergency or disaster programs are made available. Federal assistance is on a shared cost basis with 75% federal funds and 25% non-federal funds.

Documentation

Any reimbursement, either state or federal, is based on the supporting documentation. The same documentation procedures are applicable to both the state and federal claims. All documentation must be able to stand the test of audit. The guidance Documentation and Cost Recovery may be found at <http://www.fema.gov/help/forms.shtm> and will provide the guidelines

and tools needed to document and accurately determine costs. These forms are in a fill-able computerized version (forms 90-123, 90-124, 90-125, 90-125, 90-127, 90-128). Failure to properly document costs may result in part of or the entire claim being ineligible for reimbursement. It is also very important to document the request for mutual aid in addition to documenting costs.

Eligibility

To meet Federal eligibility requirements for reimbursement, an item of work must:

- Be required as the result of the emergency or disaster event.
- Have been requested by the impacted jurisdiction.
- Have been properly dispatched according to the Plan.
- Be located within a designated emergency or disaster area.
- Be the legal responsibility of the eligible applicant.

Fire service resources activated by this plan must submit reimbursement claims to the impacted jurisdiction(s) in order to be eligible for reimbursement.

Categories of Work

The work most often performed under this plan is Emergency Work. This work is performed immediately to save lives, to protect property, for public health and safety, and/or to avert or lessen the threat of a major disaster. Emergency Work contains two categories: Debris Clearance (Category A) and Protective Measures (Category B).

It is possible that certain types of claims may be made under Permanent Work categories. For example, certain damages or losses of facilities and equipment may fall into the permanent Work categories.

Expenses for Personnel

Only the actual hours worked beyond the regular duty time, either overtime or regular time hours, can be claimed for FEMA category A and B (Emergency Work). Pay rates will be in accordance with the existing Collective Bargaining Agreement (CBA), pay ordinance or plan that is enforce at the time of the Plan activation. Standby time is not eligible for reimbursement. If time and one-half or double time is paid to regular hourly employees for overtime or holiday work, these payments must be in accordance with rates established prior to the disaster (i.e. CBA). Volunteer firefighters and/or other emergency service personnel activated by this plan may submit claims to the impacted jurisdiction(s) for reimbursement at the rate of \$12.00 per hour. Such personnel are identified as members of public safety agencies who receive minimal or no compensation. The claim for reimbursement of all personnel costs will be for hours actually worked in excess of a two-hour response.

In some cases, FEMA may approve reimbursement for overtime costs associated with "backfilling" (replacing personnel that were on duty in order to maintain staffing at the assigned level). To facilitate this reimbursement, the responding department must have a written policy concerning "backfilling" in existence prior to the disaster.

The information included in "Documenting Disaster Costs" details the required information and instructions for documenting the department's personnel costs (Force Account Labor). It also provides guidance for claiming Fringe Benefit costs and includes a sample rate schedule. Include the Incident # as issued by the Central Dispatch Center.

Expenses for Equipment

A department may be eligible for reimbursement for the use of its owned equipment (Force Account Equipment) when it is used in disaster work. To assist in the reimbursement process, FEMA has developed a "Schedule of Equipment Rates". The impacted jurisdiction should obtain the most recent version of the schedule available at <http://www.fema.gov/government/grant/pa/eqrates.shtm> prior to submitting for reimbursement. A suggested form for recording the needed information and instructions can be found in "Documenting Disaster Costs". The Incident Number as issued by Central Dispatch Center should also be included.

Equipment that is damaged and/or lost during disaster incidents may be eligible for reimbursement. The damage and/or loss must be documented along with sufficient supportive documentation such as video and/or photographs. Factors such as insurance, salvage, and age of the equipment (a Blue Book type of figure) will also be considered. If the documentation is not comprehensive, detailed and accurate, portions of the claim and possibly the entire claim may be disallowed.

Rented Equipment

It is possible that a department may use some rented equipment. These costs may also qualify for reimbursement. Refer the "Documenting Disaster Costs" for the proper documenting of these expenses.

Processing Claims

Each responding department is responsible for preparing the necessary documentation and submitting a claim for resources.. Where and how to file a claim is dependent on several factors because of the variety of possible reimbursement sources. The size of the event, the type of event and the type of emergency or disaster declaration can effect which funding sources are available. Some general guidelines are:

Time is of the essence. Coordinate reimbursement claims with the local fire department and the local Emergency Management Agency responsible for the impacted jurisdiction. The local Emergency Management Program will work with the MSP EMHSD for recommendations and guidance for reimbursement of the particular event. For a reimbursement from the State Disaster Relief Program, a letter of intent to seek reimbursement must be filed with MSP EMHSD within 14 days. The letter should have an attachment, which includes a list of sites, a brief description of damages and an estimate of costs. For a federal claim, the Request for Public Assistance form must be filed within 30 days of the designation of the local for public assistance.

Appendix “A” – MABAS - MI Emergency Response Plan DEFINITIONS

AGENCY REPRESENTATIVE - An individual assigned to an incident from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident. In ICS, Agency Representatives report to the Incident Liaison Officer.

ALLOCATED RESOURCES - Resources dispatched to an incident.

APPROPRIATE RESPONSE - The planned strategy for action (in terms of the type, amount, and timing of resources) on an incident which most efficiently meets incident management objectives under current and expected conditions. The response may range from a strategy of prompt control to one of containment or confinement.

ASSEMBLY POINT - A designated meeting location for mobilized resources.

ASSISTING AGENCY - An agency directly contributing tactical or service resources to another agency.

AVAILABLE RESOURCES - Resources available to respond to incidents beyond their local mutual aid area for a specified extended duration of time.

BASE OF OPERATIONS (BoO) – An area where deployed personnel are located for food housing and sanitation when not active.

COORDINATION CENTER - A facility that is used for the coordination of resources in support of one or more incidents. For the purposes of the MABAS – MI Emergency Response Plan this includes the following:

- ESF 4 - Firefighting
- ESF 6- Emergency Medical Response
- ESF 9 – Search and Rescue (US&R)
- ESF 10 – Oil and Hazardous Materials Response
- MABAS Reference Guide

LOCAL DISPATCH CENTER: The facility from which local fire, emergency medical and special teams are dispatched.

DIVISIONAL DISPATCH CENTER: The facility from which the assets of a MABAS Division are dispatched. This dispatch center provides coordinated dispatch for events within the Division that exceed the capabilities of a local dispatch center when utilizing multiple fire service agencies. The Divisional Dispatch Center also serves as the point of contact

between the Regional Dispatch Center and the local dispatch center(s) within each Division.

REGIONAL EMERGENCY DISPATCH CENTER: The Regional Emergency Dispatch Center (RED), provides coordinated response of MABAS-MI fire, emergency medical and special team resources when the emergency exceeds the resources within a Division. The Regional MABAS-MI Dispatch Center receives and provides notification to MABAS-MI Divisional Dispatch Centers.

MABAS – MI Coordination Center: The MABAS-MI Coordination Center activates when interregional requests or State-Wide disasters occur. The MABAS-MI Coordination Center takes resource requests from the SEOC, reviews Box-Alarm resource availability and contacts the appropriate RED Center for resource activation.

INTERAGENCY (IA) DISPATCH CENTER: A facility from which resources are assigned to wildland fire incidents.

INCIDENT: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

INCIDENT COMMAND SYSTEM (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

INCIDENT COMMANDER (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

JURISDICTIONAL AGENCY - The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

LOCAL DISPATCH - Dispatch offices representing local city/county government emergency response resources. Responds to local incident requests for resources.

MOBILIZATION - The process and procedures used by all organizations (federal, state, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

MOBILIZATION CENTER - A location within the Division at which emergency service personnel and equipment are assembled prior to deployment to an event or after release from an incident.

MULTI-AGENCY INCIDENT - An incident where one or more agencies assist a jurisdictional agency or agencies.

MULTI-JURISDICTIONAL INCIDENT - An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation.

MUTUAL AID AGREEMENT - Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) -- Developed by the U. S. Department of Homeland Security Secretary, NIMS establishes standardized incident management processes, protocols, and procedures that all responders -- Federal, state, tribal, and local -- use to coordinate and conduct response actions.

OPERATIONAL PERIOD - A defined time period, e.g. 0600 to 1800 hours, in which a specific set of objectives are established for managing incident activities and for which specific resources and personnel are assigned to those activities. In most cases, an operational period is defined as 12 hours.

PREPAREDNESS LEVELS - Planned levels of readiness dependent on incident activity, weather, hazard threat, and resource availability.

RESOURCE KIND - A classification of resources in the incident command system which refers to function; e.g. hand crew, helicopter, engine, and dozer.

RESOURCE ORDER NUMBER - A unique number assigned by the agency dispatching the resources to the incident. Every resource requested for an incident must have an Order Number assigned to it. The resource order number provides the legal authorization for the movement of incident requested resources and is the reference for all claims.

RESOURCE TYPE - Refers to resource capability (FEMA 808-4 Resource Typing). A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource.

RESOURCES - Personnel and major items of equipment available or potentially available to be assigned to incidents. Resources are described in the incident command system by kind and type.

SINGLE RESOURCE - An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

STAGING AREA - Locations set up at an incident where resources can be placed while awaiting a tactical assignment.

STATE EMERGENCY OPERATIONS CENTER (SEOC) - A facility operated by the Michigan Emergency Management Agency to coordinate the overall response of state government agencies and assets in support of an incident.

STATE EMERGENCY OPERATIONS PLAN (SEOP) - The state level plan for actions to be taken by government and citizens when disaster threatens or strikes. It consists of assignment of responsibilities to state agencies, coordinating instructions, staffing, essential facilities, and general operations common to most major emergencies.

STRIKE TEAM - A set number of resources of the same kind and type that have an established minimum number of personnel. For example, a Type 1 Engine Strike Team generally consists of 5, Type 1 Engines (meeting the minimum equipment and manning standards) under the control of a Strike Team Leader.

TASK FORCE - Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader

Appendix “B” – MABAS-MI RESOURCE DEFINITIONS

Engine (Eng.), Fire (Pumper)

A combination vehicle having a pumping capacity of 1000 gallons per minute (gpm) or greater, a water tank of at least 250 gallons and hose and equipment similar to NFPA 1901. Note: This classification also includes telesquirts when such vehicles are equipped and operated as an engine company. Minimum staffing of four (4) personnel.

Fire Truck - Aerial (Ladder or Platform)

A vehicle with a powered aerial ladder capable of reaching a minimum height of 50 feet. This unit shall have hose and equipment similar to that recommended by NFPA 1901 and may or may not include a pump and booster tank. Note: This classification includes aerial ladders, snorkels, elevated and articulated platforms, as well as telesquirts when equipped and operated as a ladder company. Minimum staffing of four (4) personnel.

Water Tender, Firefighting (Tanker)

A water transporting vehicle having a minimum capacity of 1500 gallons. The unit shall have hose and equipment similar to that recommended by NFPA 1901. Note: This unit shall have a quick dump capacity. Minimum staffing of two (2) person.

Adv Life Support

An ambulance (transporting vehicle) equipped and staffed to provide paramedic advanced life support (ALS) services. Minimum staffing of 2 personnel (1 paramedic, 1 EMT minimum requirement), 3 preferred.

Basic Life Support

An ambulance (transporting vehicle) equipped and staffed to provide basic life support (BLS) services. Minimum staffing of 2 personnel (2 EMTs), 3 preferred.

Air Tender (Supply)

A vehicle designed and operated to provide a quantity of purified breathing air, as defined by NIOSH/OSHA. This classification includes those vehicles with mobile cascade systems having a minimum of 4 bottles of 4500 psi or greater and/or mobile units having mobile compressors. Minimum staffing of 1 person.

Special Teams

Special Teams are organized units equipped to handle specific hazards and emergencies. Special Teams are trained and certified in accordance with accepted standards. Such hazards and emergencies may include:

- Water Rescue
 - Dive Rescue/Recovery
 - Fast and Cold Water Rescue
- Technical Rescue
 - Trench Rescue
 - Confined Space Rescue
 - Building Collapse
 - Rope Rescue
- Hazardous Materials
- Decontamination

Appendix "C" - Code of Conduct

This Code of Conduct consists of the rules and standards governing the expected demeanor of members of agencies responding as part of the Plan.

General Responsibilities

- It is the responsibility of the sponsoring agency to prepare responders before deployment regarding conduct expectations. Each deployed member is bound by their sponsoring agency's rules, regulations, policies, and procedures.
- It is the responsibility of the Michigan Association of Fire Chiefs Emergency Response Plan Committee to reinforce the Code of Conduct during all planning sessions, team meetings and briefings and to monitor compliance. Any violations must be documented with appropriate follow up action taken by the Michigan Association of Fire Chiefs Emergency Response Plan Committee and the sponsoring agency.
- It is the responsibility of each responder to abide by this Code of Conduct.

Individual Responsibilities

- As a basic guide, responders will base all actions and decisions on the ethical, moral and legal consequences of those actions. It is in this manner that positive and beneficial outcomes will prevail in all system events. Accordingly responders will conform with the following: At no time during a mission will responders take advantage of any situation and/or opportunity that arises for personal gain.
- Remain cognizant of cultural issues including race, religion, gender and nationality.
- Abide by all local law enforcement practices, including its policy regarding weapons.
- Abide by all laws and regulations regarding the handling of sensitive information.
- Follow local regulations and agency protocols regarding medical care and handling of patients and/or deceased.
- Follow prescribed direction regarding dress code and personal protective equipment.
- Not carry firearms.
- Not be in possession of non-prescribed or illegal substances.
- Will neither possess or consume alcoholic beverages while on duty or subject to call back.
- Only procure equipment through appropriate channels.
- Follow AHJ and federal regulations or restrictions regarding taking and showing pictures of victims or structures. This is to be all inclusive of any recording device, including cell phones.
- Not remove any items from an operational work site as a souvenir.
- Not deface any property.
- Transit only via approved roadways and not stray into restricted area.
- Demonstrate proper consideration for other teams' capabilities and operation practices.
- Not accept gratuities to promote cooperation.

Appendix D - EXECUTIVE BOARD BY-LAWS

Article I NAME: Mutual Aid Box Alarm System Executive Board (MABAS-MI).

MISSION: The mission of MABAS-MI is to provide emergency response and sustained capabilities statewide when lives, property or the environment is threatened by manmade, technological or environmental threats exist by deploying Fire, Emergency Medical Specialist (EMS), Hazardous Materials (Haz-Mat), Technical Rescue (Tech. Rescue) or other special operations resources as requested by the host agency and/or stricken community. MABAS also seeks to identify, coordinate and implement activities which promote inter-governmental cooperation.

Article II PURPOSE: To coordinate working relationships between all MABAS-MI Divisions and encourage new geographic areas to form divisions.

1. To coordinate the deployment of resources with various local, state, and federal agencies and/or municipalities.
2. To manage the affairs of MABAS.
3. To set MABAS-wide guidelines, standards and policy.
4. Function as an intergovernmental agency in accordance with state statutes.

Article III REPRESENTATION: Ever member division retains the right to represent their member departments with one Executive Board member vote.

MABAS member divisions may select to regionalize their Executive Board representation. In this case each division within a region assigns their vote to their regional representative who has the total number of votes equal to the number of divisions they represent. A letter from each division selecting regionalization must be on file with the Executive Board declaring the name of their primary and alternate regional representative.

At any time a single MABAS Division retains the ultimate authority to represent themselves and their vote versus regional representation.

Article IV GOVERNANCE: All MABAS Divisions shall adopt by-laws which are in agreement with Executive Board By-Laws.

MABAS governance is provided through an organizational structure which includes an Executive Policy Board and functional staff. The duty of the Policy Board is to establish policy through a voting process. All Division representatives have voting authority. The President, Vice President, Secretary/Treasurer shall be elected from the appointed Division Representatives. The duty of the functional staff is to execute the policy as determined by the Executive Board.

- a. Executive Board members include:
 - MABAS-MI President (Chairperson).
 - MABAS-MI Vice President (Vice Chairperson)
 - MABAS-MI Secretary/Treasurer.
 - MABAS Division Representatives (one representative from each MABAS-MI Division).

In addition to the above voting members, the Executive Board also includes one non-voting member from the following organizations:

- MSP EMHSD Representative
- Michigan Fireman's Association
- Bureau of Fire Services
- Central Dispatch (one designated representative from a Regional Dispatch Center)
- EMS (Government/Association)

- Michigan Professional Fire Fighter's Union
 - Legal Representative
- b. Functional Staff:
- Operations Manager.
 - Plans Manager.
 - Logistics Manager.
 - Finance/Administrative Manager.
 - Executive Managers and Liaisons.
- c. Committees and Task Groups – The President may establish:
- Various Standing Committees.
 - Various Task Groups which are focused on nature but not permanent in nature.
 - Various individual assignments, consultants, project coordinators.
 - Retain professional service contracts.
- d. The MABAS Executive Board shall:
- Adopt an organizational chart which reflects the requirements of these by-laws.
 - Adopt position descriptions for each policy and functional position.
 - Execute contracts defining professional services, deliverable and compensation in accordance with purchasing processes and procedures.
 - Prepare charters for committees, task groups or individual assignments providing goals, objectives and tasks and timelines.

Article V

TERMS OF OFFICE CONDITIONS: An Executive Board member must be pre-qualified to hold a Board position through an endorsement of their member MABAS Division. An Endorsement from their Division is a pre-qualification to be nominated for an Executive Board position.

The various Executive Board members' terms of office are as follows:

- Board Chair – Three year term, elected by majority vote of a quorum at the first quarterly meeting following the New Year.
- Vice President – Two year term at first election following adoption of by-laws and then a three year term staggered from the President's election cycle.
- Treasurer/Secretary – Two year term cycle.
- Regional Division Representatives – Once a region has been established and recognized as a region by a majority vote of the Executive Board. MABAS Divisions within the region may:
 - Select a regional representative through an administrative process or –
 - Elect a regional representative by majority vote of the involved MABAS Division Boards.
 - In either case, the region shall establish a term of office for the selected/elected regional representative.
- MABAS Executive Board members may be elected to successive terms.
- Chair may use various administrative processes within adopted policies, procedures and practices.
 - ✓ Select appointees to various functional staff positions, including: Operations, Plans, Logistics, Administrative/Finance, Executive board Liaisons.
 - ✓ Committee Chair and member appointments.
 - ✓ Members and Chairs of various task groups.
 - ✓ Individuals given various assignments.
 - ✓ Authority to sign various contracts, Memorandums of Understanding, acquisitions and purchase of products, engaging professional services and the like.

Article VII

DUES, COMPENSATION AND BUDGETS: The MABAS Executive Board shall:

- ✱ Adopt a dues schedule which includes a specific time duration requiring review, renewal or amendment.

- ✧ Adopt an annual budget which occurs at the first meeting following the beginning month of a new calendar year or upon adoption of amended by-laws.
- ✧ The MABAS Executive Board will adopt reimbursement procedures and associated policies.
- ✧ All forms of compensation and generalized reimbursements shall be incorporated as part of the annually approved budget.
- ✧ All revenues, expenses and funds associated with various grant sources shall only be utilized in accordance with the grant requirements and grantor approvals.
- ✧ The MABAS Executive Board shall adopt purchasing policies, procedures and practices which comply with good tracking, accounting and ethnical practices.
- ✧ The Executive Board has the power to indemnify itself through insurance or bonds as it deems necessary for the good of the organization.

Article VIII MEETING SCHEDULE AND AGENDA: The MABAS Executive Board shall meet at such times and dates as established by the Executive Board. In no case shall the Executive Board meet less than quarterly.

The minimal agenda for Executive Board meetings are as follows:

1. Call to Order.
2. Approval of Minutes of prior meetings.
3. Communication and Correspondence.
4. Committee Reports.
5. Old Business.
6. New Business.
7. Division Reports.
8. Adjourn.

Article IX REPRESENTATION, DISPUTES AND PROTECTIONS: A minimum of one-third (1/3) of all divisions of MABAS shall be represented at a meeting to constitute a quorum. Proxy voting and representation shall be permitted. Approval of all motions shall require an affirmative vote of a majority of the divisions represented.

MABAS Division voting rights shall be suspended should a division be more than ninety days delinquent in current dues payment from the first notice of annual invoice.

The President of MABAS Executive Board Policy may initiate a fact finding and mediation process when matters of dispute arise between or among MABAS Divisions of MABAS Departments. Such matters of dispute are limited in scope and have a direct relationship with MABAS practices, procedures and the like. The President shall not have enforcement or compliance authorities in matters of dispute between divisions or departments. The President does have the administrative authority to place local political subdivisions on written notice when a local dispute has deadlocked and mediation attempts have failed to resolve the dispute.

The mediation and fact finding process will include a President's appointment of three fire chiefs who are not involved in the dispute, who will seek resolve between the parties. Their duties shall include fact finding, mediation techniques and negotiations as needed. The three fire chiefs are responsible for a report to the MABAS Executive Board President.

Article X GUIDELINES: Executive Board shall set up procedures to be recommended to all divisions including but not limited to:

1. Use of standard box cards.

2. Use of abbreviations.
3. Use of radio frequencies and testing procedures.
4. List of definitions and standards.
5. Training exercises.
6. Incident Command, Unified Command and NIMS procedures.
7. Communication procedures.
8. Minimal staffing standards.
9. Minimal equipment inventories.
10. Minimal certification standards.
11. Statewide Response Plan procedures/requirements.
12. Special Operations Team standards.
13. On-scene safety and resource accountability requirements.
14. All coordinated responses.
15. All matters of standardization and interoperability.

- Article XI INTER AND INTRASTATE MUTUAL AID: Interstate mutual aid relationships shall exist and comply with the following guidance:
- Establish independent but coordinated MABAS chapter organizations for each state to effectively administer and manage the intrastate MABAS division for each respective state.
 - All-state independent MABAS Executive Boards shall adopt these by-laws and agree to sign a Memorandum of Agreement with all MABAS state chapter presidents, listing the individual compliance standards of MABAS which shall be adhered to.
 - The Interstate MABAS Executive Board shall recognize and agree to adhere to the majority decisions of an Interstate MABAS Presidents' Council.
 - The Presidents' Council shall meet at least twice per year and select a chairman and vice-chairman who will serve a term not to exceed three years.
- Article XII MANUALS AND GUIDANCE DOCUMENTS: Various manuals and guidance documents shall be compiled by the Executive Board, containing all pertinent information needed in the start-up and continued operation of MABAS Divisions. These manuals shall be updated by the Executive Board as often as it is deemed necessary.
- Article XIII AMENDMENTS: These by-laws, or any section or provision thereof, may be amended, rescinded or expanded by approval of the two-third (2/3) vote of the member Divisions of MABAS during and regular or special Executive Board meeting. Any change to the by-laws must be distributed to the member Divisions at least thirty (30) days prior to the vote. A written proxy constitutes being present at a meeting.