

Illinois Fire Service Administrative Professionals



MABAS IMT Procedures

Mutual Aid Box Alarm System Incident Management Team (MABAS IMT) can respond to fire led incidents, incidents that are less than disaster level, and MABAS deployments. It is understood that an initial MABAS IMT deployment may require more planning and logistics than Finance/Admin, especially in the first hour. IFSAP IMT members could be qualified in planning and logistics as Resource Unit Leaders, Documentation Unit Leaders, Supply Unit Leaders, etc. It is understood that on a Regional team, one person may need to fill more than one team position.

The Illinois Fire Service Administrative Professionals (IFSAP) will supply approximately fifteen (15) members to serve on MABAS IMT. Each member is required to have her Fire Chief's approval and signature on the Letter of Agreement to participate on the team. Each member will be required to commit to a minimum of five (5) years to the team.

Training

These members will meet the required training standards of NIMS and Command and General Staff. Most of the training requirements are either available on-line or are free. However, those that have a cost will be paid for through MABAS. Additionally, these members may receive or be required to receive Position Specific Training. Some of the roles IFSAP members of the MABAS IMAT can perform include, but are not limited to: Resource Unit Leader, Documentation Unit Leader, Time Unit Leader, Procurement Unit Leader, Compensation/Claims Unit Leader, Cost Unit Leader, Demobilization Unit Leader, and Supply Unit Leader. Additionally, some of these members may qualify for the roles of Finance/Admin Section Chief and Situation Unit Leader.

It is understood that a day of orientation training to MABAS IMT will be conducted for the approximate fifteen (15) IFSAP members on MABAS IMT. This training will be paid for by MABAS. It is further understood that 8 hours of continuing education will be required each year by each MABAS IMT member. This continuing education will be in the form of drills or recurrent training.

MABAS IMT Committee

Lisa Alfaro, Traci Lemay, Co-Chairs of the IFSAP IMT/MAST Committee, and Darla Callanan, Past President of IFSAP, will serve on the MABAS IMT Committee. The MABAS IMT Committee meets each February in Peoria and conducts the majority of their monthly meetings via conference call.

MABAS Outreach Potential

The MABAS IMT members from IFSAP will make it one of their goals to help facilitate the unveiling of the new MABAS website. These team members will also be available to train other departments in the use of this new website. Because of the special skills of the IFSAP members, they could become the technical experts for the MABAS software. It is understood that IFSAP will be able to use some of the features of this website, such as webinar operations to allow their members to conference into meetings.

Call up

Call up procedures for the MABAS IMT members from IFSAP will be via cell phone. Dispatch procedures of these members will be established through the MABAS IMT committee. It is understood that not all team members may be deployed for a single incident and some members may not be able to deploy on an incident due to personal or department commitments.

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MABAS MAST Procedures

MAST Box Card

The Illinois Fire Service Administrative Professionals (IFSAP) will supply approximately fifteen (15) members to complete a Mobile Administrative Support Team (MAST) box card. These members will be qualified to provide administrative support (minutes, field notes, etc.) as needed through MABAS. Each member is required to have her Fire Chief's approval and signature on the Letter of Agreement to participate on the team. Each member will be required to commit to a minimum of five (5) years to the team.

MAST members will be available to supply administrative support to an incident. Administrative support includes, but is not limited to: taking notes, answering phones, assisting affected agency with general administrative support duties, etc.

The members of MAST are required to have ICS 100 - Introduction to the Incident Command System and ICS 700 - Introduction to the National Incident Management System. These members will serve and be requested only for administrative support.



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MABAS IMT – Letter of Agreement

Please initial the following statements and attach copies of any Training certificates. Team membership requires a five (5) year commitment. Additionally, your Fire Chief’s approval and signature on this Letter of Agreement is necessary.

I understand I may be called upon to respond as a member of the MABAS Incident Management Assistance Team _____

I understand the length of time I may be committed to an incident will be determined by the magnitude of the incident _____

I understand 8 hours of annual continuing education is required as a member of this team _____

I understand I may need additional training before I am eligible to deploy on this team _____

Training

Unified Command	ICS 400	Command and General Staff
ICS 100	ICS 700	All Hazard IMT
ICS 200	ICS 800	Other _____
ICS 300		

IMT Experience

I have experience creating Incident Action Plans	yes	no
I have experience with Resource Check In	yes	no
I have experience ordering Logistical resources	yes	no
I have assisted in creating Incident Action Plans	yes	no
I have experience completing an ICS201	yes	no
I have prepared a FEMA or IEMA reimbursement package	yes	no
I have assisted in preparing a FEMA or IEMA reimbursement package	yes	no
I have worked in a Command Post	yes	no
I have worked in a Unified Command Post	yes	no
I understand the Incident Command System	yes	no
I have worked in an Emergency Operations Center	yes	no

Signature of Administrative Professional

Printed Name

Department Name

Date

Chief’s Signature

Printed Name

Please return this form to: Traci Lemay, Administrative Assistant
DeKalb Fire Department,
700 Pine Street
DeKalb, Illinois 60115

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MABAS MAST Team – Letter of Agreement

Please initial the following statements. Team membership requires a five (5) year commitment. Additionally, your Fire Chief's approval and signature on this Letter of Agreement is necessary.

I understand I may be called upon to respond as a member of the MABAS Mobile Administrative Support Team _____

I understand the length of time I may be committed to an incident will be determined by the magnitude of the incident _____

Skills

Please provide your level of skill in these programs. If you have a training certificate for any of these courses, please send a copy of the certificate with your Letter of Agreement.

Microsoft Word

Beginner _____ Intermediate _____ Advanced _____

Microsoft Office User Specialist (certification) _____

Microsoft Office User Expert (certification) _____

Microsoft Excel

Beginner _____ Intermediate _____ Advanced _____

Microsoft Office User Specialist (certification) _____

Microsoft Office User Expert (certification) _____

Microsoft Access

Beginner _____ Intermediate _____ Advanced _____

Microsoft Office User Specialist (certification) _____

Microsoft PowerPoint

Beginner _____ Intermediate _____ Advanced _____

Microsoft Office User Specialist (certification) _____

Microsoft Outlook

Beginner _____ Intermediate _____ Advanced _____

Microsoft Office User Specialist (certification) _____

Microsoft Master Certification _____

Signature of Administrative Professional

Printed Name

Department Name

Date

Chief's Signature

Printed Name

Please return this form to:

Traci Lemay, Administrative Assistant
DeKalb Fire Department
700 Pine Street
DeKalb, Illinois 60115