

Mutual Aid Box Alarm System – Wisconsin Administrative – Application for Division Status			
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Subject:	Application for Division Status
Functional Area:	Administrative
Category:	Policy
Approved :	MABAS Executive Board

Purpose:

The purpose of this policy is to provide guidance to the MABAS-Wisconsin Executive Board and prospective MABAS-Wisconsin Divisions on what is required to be identified as a bona fide MABAS-Wisconsin Division. This policy addresses the steps necessary to receive a Division Identifier Number.

Responsibility:

This Policy applies to all new MABAS-Wisconsin Divisions.

Accountability:

Enforcement of this specific policy rests with the Secretary-Treasurer of MABAS-Wisconsin.

Reporting Requirement:

There is no routine reporting requirement for this policy; however developing Divisions will provide monthly progress reports.

Background:

The prospective division shall submit to the MABAS-Wisconsin Secretary-Treasurer the following documents:

- 1) LETTER OF INTENT: A letter of intent requesting recognition as a MABAS-Wisconsin Division and which includes description of the geographic areas to be included within their division.
- 2) MEMBERSHIP: A list identifying a minimum of four departments that will form the proposed Division, each of which shall have their resolutions and contracts approved and signed by their respective elected officials.

- 3) DISPATCH CENTERS: A letter identifying the Division's primary and backup dispatch centers, the contact person, telephone number and email address of each dispatch center.
- 4) MEMBER DEPARTMENT CONTACT INFORMATION: A list identifying each member department, address, mailing address (if different), contact person, telephone number, fax number and email address.
- 5) WRITTEN PLAN: A written plan detailing the steps that will be taken by the proposed Division to reach their ultimate goal of achieving official status and going "on-line" and identifying the deadline (date) for going "on-line".
- 6) DIVISION OFFICERS: A list of the Division officers, their title/position, their department name, address, mailing address (if different), telephone number, fax number, and email address.

Policy:

Approved by the MABAS-Wisconsin Board on February 14, 2008.