

**MABAS Communications Committee**  
**Meeting Minutes**  
**March 15, 2004**

The meeting was called to order at 10:00 a.m. at Lisle-Woodridge Fire Station 1. Present were committee members Paul Maplethorpe, Round Lake; Dave Dato, Wauconda; Steve Rauter, Lisle-Woodridge; John Lozar, Ducomm; Jerry Tonne, Lombard; Bill Bouma, Mt. Pleasant, Dave Riddle, Channahan. Also present were Andrew Sneed and Mitch Viren, Winnebago County Sheriff's Office as well as Hugh Stott, West Chicago.

**Communications Procedures**

**Unit Identifiers:** Chief Maplethorpe reported that during the February ITTF/MABAS Conference in Springfield, some spirited discussion took place regarding the need for and use of unit identifiers during MABAS responses. Some Divisions rely only on the name of the responding department and type of apparatus while others want the town name, apparatus type and individual unit radio identifier. Pro's and Con's for each system were discussed. It was agreed that MABAS should adopt one system and it was stressed that the Committee should work closely with Chief Lipinski and the Procedures Committee. It was decided that discussions with Chief Lipinski and Red Center would be appropriate before a recommendation is forwarded to the Executive Board.

**Sample MABAS Cards:** Numerous departments at the ITTF/MABAS conference requested samples of model MABAS box alarm cards in an electronic format. Chief Maplethorpe will have one of his staff members produce model cards that, after approval, can be made available to member departments via the website.

A discussion ensued concerning the use of 4 character MABAS identifiers. Numerous examples of confusion during dispatch were presented. It was felt that the system will become more confusing as additional departments join MABAS, especially concerning the entire state of Missouri. The use of 2 character state identifiers with the four character department name was presented. Also proposed was the use of the full department name, adopting the concept of plain language.

D/C Rauter suggested that the model box alarm cards include a directory of names and 4 character identifiers on the bottom of the card for reference.

**Level II Staging:** Discussion ensued concerning procedures for Level II staging. The consensus of the committee was that companies arriving in staging should report their arrival to the MABAS dispatcher on IFERN, **and remain on the IFERN frequency until given an assignment by Staging or Command.** Company officers should then report in person to the staging officer with their accountability passport. Units should not switch to a fireground frequency until given an assignment and told what frequency they should utilize as part of the incident communications plan. D/C Tonne will work on a staging procedure and contact Chief Murray concerning MABAS IC procedures.

### **Advocacy Statements**

**Statement #8:** D/C Rauter distributed a draft of Advocacy Statement #8 – Technician’s Guidelines for Configuring Fire Radios. The Committee and provided several suggestions and additions. Concerns were also raised concerning existing plans in Missouri. D/C Rauter contact Steve Devine in Missouri and prepare a revised draft and forward it via e-mail prior to the April committee meeting.

**Statement #9:** The need for an advocacy statement to address MABAS website management as well as provide guidelines for individual MABAS websites linked through the Executive Board or Communications Committee sites. It was agreed that the statement should include strong statements concerning appropriate and inappropriate content. Also discussed was the requirement that the MABAS webmaster have a contact person for any links provided on the main websites. D/C Rauter will prepare a draft advocacy statement for the April meeting.

D/C Rauter reported that work is progressing on the Illinois USAR website that MABAS is managing. This site will have secure areas for team leaders and members. The basic website will only contain generic information as to not compromise the team’s mission. D/C Stott, a technical team manager for the USAR team, was present at the meeting. The name of the team and website was discussed. The nationwide format is State initials, TF and the team number. Using that format, our team should be IL TF-1. It was agreed to secure this web domain name as well.

It was suggested that the USAR power point presented to team members recently in Naperville be made available on the USAR website. D/C Rauter will attempt to obtain a copy and place it on the web.

### **Training**

**Tazwell County:** Chief Maplethorpe reported that Gregg Riddle, Chief Bouma and he will conduct a MABAS communications training session for a new Division in Tazwell County on April 3<sup>rd</sup>.

**Medical Helicopters:** D/C Tonne discussed the need for additional training at both the department level and for helicopter pilots concerning landing zone radio communications. The group agreed that the use of IFERN for landing zones has dropped significantly, but conflicts still exist. D/C Tonne suggested additional meetings with IAACCT (Illinois Association of Air & Critical Care Transport). Chief Maplethorpe promised to e-mail a copy to all members of a recommended helicopter procedure for incident commanders and dispatch centers that has been well received in Lake County.

### **Statewide Interoperability Executive Committee**

Chief Dato reported that he has discussed the need for an SIEC with ITTF Director Chamness. He will draft a letter for President Reardon's consideration, formally requesting the appointment of an SIEC for Illinois.

### **Old Business**

**Rock Island County:** No report.

**Division 15:** Chief Riddle reported that additional paperwork must be filed with the state to clear up a prior grant. He indicated that the state has agreed to reimburse frequency relocation work based on invoices for actual work performed. Chief Riddle reported that Division 15 should be relocated to their new frequency within 90 days, freeing up Blue Fireground for tactical operations in the southwest suburbs.

**Division 24:** Chief Maplethorpe gave a brief update on discussions held with Orland Dispatch and chiefs from Division 24 concerning IFERN usage and procedures.

### **New Business**

None.

The meeting adjourned at 11:500 a.m. **The next meeting is scheduled for Monday, April 19, 2004 at 1000 hours.** Due to construction at Lisle-Woodridge Station 1, the meeting will be held at the Lisle Village Hall. Please mark your calendars.