



## MUTUAL AID BOX ALARM SYSTEM

MABAS - Illinois  
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July 1, 2014

To: All MABAS Divisions and MABAS Member Agencies

From: Chief Jeff Macko, MABAS-Illinois President  
Chief Jay Reardon, MABAS-Illinois CEO

Re: MABAS Contract Addendum  
FEMA/Stafford Act Policy Requirement

**PRESIDENT**  
Jeffrey Macko, Chief  
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**1<sup>st</sup> VICE PRESIDENT**  
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**Goal:** To have all 1,175 MABAS Member Agency elected or appointed Policy Boards (City Councils, District Trustee Boards) approve, sign, and forward the attached MABAS-Illinois Contract Addendum, Ordinance and Secretary/Clerk's Certificate and forward in accordance with instructions listed by January 1, 2015.

**Purpose:** To gain compliance with FEMA Recovery Policy (RP9523.6 attached) reference "Mutual Aid Agreements for Public Assistance and Fire Management Assistance". The purpose includes eligibility of MABAS-Illinois resources and capabilities for Federal Declaration of Disaster reimbursements under the Stafford Act.

**Intent:** The intent of the MABAS Contract Addendum is NOT to begin or establish fees or costs for mutual aid services provided through the MABAS System but rather establish a guideline for recouping and making whole communities who provide MABAS mutual aid at events which might be prolonged in nature (8 hours or more), provide mechanisms to donate the cost of services provided. Further, through the Addendum's signing and MABAS Member Agency elected and appointed Boards satisfy eligibility requirements for noted FEMA Recovery Policy RP9523.6.

**Instructions:**

The following documents are included as attachments:

- A) 1) Mutual Aid Box Alarm System First Addendum to MABAS Master Agreement. The document is two pages in length.
- 2) An Ordinance authorizing an Addendum to Mutual Aid Box Alarm System Agreement (For Illinois City/Village/District) See footnote on bottom of pages two and three of this three page document
- 3) An Ordinance authorizing an Addendum to Mutual Aid Box Alarm System Agreement (For non-Illinois City/Village/District) See footnote on bottom of pages two and three of this three page document
- 4) FEMA Recovery Policy RP9523.6 Mutual Aid Agreements for Public Assistance and Fire Management Assistance. The document is nine (9) pages in length.



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July 29, 2014

To: MABAS Division Boards  
MABAS Staff

From: James P. Reardon, CEO

Ref: MABAS Contract Addendum Action  
Completion Date: January 1, 2015

As MABAS membership may recall, a discussion has been ongoing for nearly a year regarding the needed MABAS Contract Addendum and Authorizing Ordinance for all member fire departments and districts to approve. The Addendum matter is required so MABAS member agencies are compliant with FEMA Recovery Policy (RP9523.6) reference reimbursement claims for disaster mobilizations associated with the federal requirements of the Stafford Act.

The attached documents are designed to establish guidelines for reimbursements associated with mutual aid assistance to significant events. The intent is NOT to begin the practice of charging for daily mutual aid assistance. The intent is to assure all MABAS member agencies are compliant with FEMA Policy and reimbursements.

At the July 24, 2014 MABAS Executive Board meeting the final documents were distributed in board packets regarding the MABAS Contract Addendum. Discussion and questions were answered with final direction given. At the request of attendees, the following attachments are provided to assist MABAS member departments and districts in completing the task by January 1, 2015.

The attachments include:

- MABAS Contract Addendum dot point explanation
- Memo dated July 1, 2014 providing instruction and guidance of MABAS Contract Addendum
  - The MABAS Addendum requiring Department/District action by January 1, 2015
  - The Ordinance and Secretary/Clerks Certificate requiring action by January 1, 2015 (Illinois and non-Illinois version included – see footnotes)
- FEMA Recovery Policy RP9523.6 (Nov. 10, 2012)
- MABAS PowerPoint – Contract Addendum February, 2014

Your assistance in completing this very important Addendum matter is appreciated.

- B) For Illinois MABAS Member Agencies/Municipalities/Districts, please have your Policy Board review, approve and sign:
- 1) Items # A-1 and A-2 (Addendum to MABAS Contract (A-1) and Ordinance with Clerk/Secretary's Certificate (A-2)).
  - 2) Original for MABAS Agency's file. Copy of both to their MABAS Division and to their MABAS Branch Chief for MABAS Headquarters.
  - 3) Complete action to approve above before January 1, 2015.
  - 4) Both documents must be approved in their original form and standing language without exception. No modifications, amendments, additions or deletions to the language are allowable or acceptable.
- C) For Non-Illinois MABAS Member Agencies/Municipalities/Districts, please have your Policy Board review, approve and sign:
- 1) Items #A-1 and A-3 (Addendum to MABAS Contract (A-1) and Ordinance with Clerk/Secretary's Certificate (A-3) for Non-Illinois Member Agencies.)
  - 2) Original for MABAS Agency's file. Copy of both to their MABAS Division and to their MABAS Branch Chief for MABAS Headquarters.
  - 3) Complete action to approve above before January 1, 2015.
  - 4) Both documents must be approved in their original form and standing language without exception. No modifications, amendments, additions or deletions to the language are allowable or acceptable.
- D) Questions should be directed through each Division's Branch Chief initially. If further clarification is required Branch Chiefs will contact MABAS Headquarters.
- E) Please accept our collective appreciation in what has been an extended time line in completing this task. MABAS-Illinois Legal Counsel has provided a copy of the Contract Addendum to FEMA Region V Legal Counsel who believes the Agreement meets the intent and requirements of RP9523.6 for Federal disaster reimbursement requirements.