



# MABAS-Wisconsin

Organized 2004

## Regional Coordinator Job Description

### **Position Description**

The Regional Coordinator position serves as a liaison to the member divisions and a coordinating agent for the Mutual Aid Box Alarm System in Wisconsin (MABAS-WI) and the Wisconsin Fire Service Emergency Response Plan (WFSERP). The Regional Coordinator assists the Wisconsin Emergency Management (WEM) Fire Services Coordinator and the WEM Regional Director for emergencies and disasters requiring the resources of MABAS-WI.

### **Authority for the Position**

**WEM 8.07 Coordinators.** Each MABAS division shall have one division coordinator available at all times. Each MABAS region shall designate one division in its region to act as the regional coordinator. Each WEM region shall designate one MABAS division as a WEM regional coordinator.

### **Reporting Requirements**

The Regional Coordinator reports to the MABAS-WI Vice President for administrative functions and to the MABAS-WI Response Coordinator for emergency response operations.

### **Minimum Qualifications**

The individual(s) holding the position of Regional Coordinator or designee shall possess the following minimum qualifications:

- NIMS IS 100, 200, 700, and 800(A)
- NIMS ICS 300 and 400
- Minimum of five (5) years of command level fire service experience
- Accept the Job Description for the Regional Coordinator position

### **MABAS-Wisconsin/Wisconsin Emergency Management Regions**

- Northwest Region
- Northeast Region

- West Central Region
- East Central Region
- Southwest Region
- Southeast Region

### **Position Responsibility**

#### **Administrative Actions:**

- Position will come from the Division designated by the MABAS-WI/WEM Region and approved annually by the Board of MABAS-WI. For regions without an organized division, the President of MABAS-WI shall recommend a Regional Coordinator with the approval by the Board.
- Participates in the maintenance of the WFSERP document.
- Identifies and trains at least one (1) alternate for the Region (preferably another Division Representative).
- Serves as member of the MABAS-WI IMAP Committee.
- Maintains current resource list of equipment, personnel, etc., within the MABAS-WI/WEM Region that are available for response upon WFSERP activation. Updates resource list at least semi-annually and provides the list to MABAS-WI Secretary, the Central Dispatch Center, and WEM Fire Services Coordinator.
- Acts as liaison and resource for the county fire chiefs' associations in the MABAS-WI/WEM Region.

#### **Emergency Response Actions:**

- During WFSERP activation, serves as a point of contact for the MABAS-WI division representatives, WEM, and the MABAS-WI Response Coordinator.
- During WFSERP activation, the closest Regional Coordinator is assigned or assigns liaison for coordination of resources under the WFSERP to incident command in the disaster area.
- During WFSERP activation, will bring assigned equipment and personal supplies necessary for deployment, i.e. communications equipment, credentialing equipment, and personal supplies to be self-sustained for seventy-two (72) hours.
- During WFSERP activation, the next available Regional Coordinator (or region alternate) to the stricken unit is assigned to the Reception Area to process arriving resources, verify the Authentication Matrix, and release resources to the incident staging area(s).
- During WFSERP activation, the Regional Coordinator assigned to the Reception Area will ensure proper demobilization of resources being released from the Reception Area and the incident.
- During WFSERP activation, Regional Coordinators or alternates will be assigned to incident command and the Reception Area, and will communicate with the WEM Fire Services Coordinator and Response Coordinator of MABAS-WI.

- During WFSERP activation, Regional Coordinators or alternates will be assigned to the Advance Team (A-Team) for deployment of MABAS-WI resources activated under the Plan to cooperate with incident/unified command to establish and coordinate the Reception Area facility.

### **Reception Area Facility:**

The Reception Area is a location separate from staging areas where resources report in for in-processing and out-processing. The Reception Area provides accountability, security, situational awareness briefings, distribution of Incident Action Plans, briefings, and supplies for requested resources. No resources will be allowed into the Reception Area without the proper Authentication Matrix. The Reception Area may be co-located with other incident facilities, i.e. the base camp. Resources will be sent to incident staging area(s) or directly to operational areas from the Reception Area.

### **Authentication Matrix – Credentialing Procedures:**

During some deployments it may be necessary to ensure various forms of communication as valid. MABAS-WI utilizes an Authentication Matrix procedure for this purpose. The mission orders of the Authentication Matrix will be issued to task force or strike team leader by the Central Dispatch Center prior to departure or WEM – Fire Services Coordinator will provide the orders at the deployment mustering point of departure. The Regional Coordinator will authenticate mission orders, personnel assigned, personal identification and qualifications, and assignments from incident/unified command.

The Authentication Matrix will be utilized by personnel at the Reception Area to validate the resource request. Any resource not able to supply the proper validation information, will be handled by force protection/security at the Reception Area.