

**MABAS DIVISION 110**  
**CONSTITUTION AND BY-LAWS**

March 22, 2007

**ARTICLE I - NAME**

The name of this organization shall be "MUTUAL AID BOX ALARM SYSTEM DIVISION 110", and hereafter referred to as the DIVISION. It shall be operated as a constitute entity of the Portage County Fire Chief's Association.

**ARTICLE II - PURPOSE**

The purpose of this DIVISION shall be to provide for a program of mutual aid to member fire departments in the event of incidents of fire, rescue, hazmat, emergency medical situations, man made and natural disasters, and to provide for the general safety and welfare of the public in member jurisdictions, and to transact such business of the division as may be deemed necessary to effectively carry out such a program.

**ARTICLE III - MEMBERSHIP**

Section 1. The members of this DIVISION shall consist of each approved and participating legal fire department or district serving partially or wholly within the boundaries of Portage County, Wisconsin.

Each member fire department or district shall have one vote for voting purposes. The senior officer representing the member at a properly constituted meeting of the DIVISION shall have the authority to cast any and all votes for the member department or district.

The charter member fire departments and districts are as those member departments of the Portage County Fire Chief's Association whose agreements were signed and submitted to the MABAS Association with the original application for MABAS membership.

Section 2. The DIVISION shall determine eligibility for membership in this DIVISION. Any department or district eligible for membership shall make application to the DIVISION. Upon application, a new member department shall not be accepted until the parent municipalities represented by the proposed new member shall have officially passed a municipal ordinance or resolution pertaining to the adoption of the Mutual Aid Box Alarm System, as adopted and maintained by the current members of this DIVISION, for each municipality under its jurisdiction, as well as approved and signed MABAS agreements.

To be admitted to membership an applicant must receive a two-thirds favorable vote of the active members.

Section 3. The members shall determine the geographical area served by this DIVISION.

Section 4. It shall be the duty of this body:

1. To transact all business of the DIVISION not otherwise provided for.

2. To assume responsibility for the actual management of the work of this DIVISION.
3. To construe this constitution and to determine any question that may arise under it.
4. To initiate and execute whatever specific projects or programs the DIVISION may undertake, with or without the assistance of standing or special committees as the situation may indicate.
5. To formulate, put into operation, and maintain a definite workable plan of mutual assistance for the benefit of all the member departments or districts of this DIVISION. Said mutual aid plan to be revised whenever deemed necessary by the DIVISION so that the same may be kept flexible in order to provide the best assistance possible to all members.

Section 5. Member departments and districts are prohibited from engaging in any activity in the name of the DIVISION without the express approval of the DIVISION.

Section 6. The DIVISION shall, consistent with these by-laws, fill any vacant officer's positions as specified herein.

Section 7. For the purpose of transacting official business, a quorum shall consist of a simple majority of the DIVISION members. Duly authenticated written proxy votes may be accepted in lieu of actual attendance for voting proposes, but not for the purpose of forming a quorum.

Section 8. Associate membership may be granted to any organization or individual who is also an associate member of the Portage County Fire Chief's Association. An associate member shall not have a vote regarding business of the DIVISION. Associate members do not count towards the formation of any quorum.

Section 9. The fire chief of each member fire department and the representative of each associate membership shall keep on file with the DIVISION Secretary a current mailing address, business phone number, and/or a home phone number of the fire chief. The Secretary should be contacted of any changes and update this list as necessary.

#### **ARTICLE IV - REQUIREMENTS**

Section 1. Member departments are required to be members of the mutual aid box alarm system, otherwise known as MABAS.

Section 2. Member departments are required to participate fully in all DIVISION mutual aid functions. This includes but is not limited to mutual aid response for fires, disasters, non-fire related incidents requiring assistance, investigations, rescues, etc.

Section 3. Member departments are encouraged to participate fully in the state training and certification program for fire protection personnel.

Section 4. Member departments participating in emergency medical services (EMS) are required to meet Wisconsin Department of Health and Family Services standards for providing EMS.

Section 5. Member departments are encouraged to participate in the National Fire Incident Reporting System or the Wisconsin Fire Incident Reporting System.

Section 6. Member departments are encouraged to participate in all DIVISION activities and teams.

Section 7. Member departments are required to provide sufficient manpower on units responding to mutual aid requests, so that each responding unit will be able to perform at maximum efficiency. Such standards shall be established as needed by the DIVISION membership on a majority vote.

Section 8. Other requirements may be instituted by the DIVISION membership, provided the majority of members are agreed to new requirements. At that time, the requirements will be amended into the by-laws.

## **ARTICLE V - OFFICERS**

Section 1. The officers of this DIVISION shall be: President, Vice President, Secretary/Treasurer, and Director.

The President, Vice President and Secretary/Treasurer shall be the same officers elected to the corresponding positions within the Portage County Fire Chief's Association, and their terms of office shall also be the same. The duties of these officers shall be the same as their corresponding positions within the Portage County Fire Chief's Association.

The Director shall be appointed by the President, with a majority confirmation vote of the membership of the DIVISION. The Director shall serve at the pleasure of the President. The Director shall be responsible for the management, execution, and maintenance of the MABAS activities within the DIVISION, and shall regularly report the state of the DIVISION to the membership as needed.

Section 2. In addition to all other duties required of them, all officers shall be members of this DIVISION.

Section 3. Compensation. The officers of the DIVISION as such shall not receive any compensation for their services.

Section 4. Removal. Any officer elected or appointed by the members of the DIVISION shall cease to hold office upon suspension or expulsion from the Portage County Fire Chief's Association.

## **ARTICLE VI - MEETINGS**

Section 1. The meetings of this DIVISION shall be held concurrently with any regular meeting of the Portage County Fire Chief's Association.

Section 2. Special meetings of the DIVISION may be called by the President, or upon the request of three members qualified to vote. The notice of the special meeting shall clearly state the object thereof and shall be sent to all members qualified to vote at least seven days prior thereto.

Section 3. A quorum for the transaction of business at regular or special meetings shall consist of a simple majority of the active members.

Section 4. In the event of any controversy as to parliamentary procedure, the presiding officer shall be guided in his decision by the rules laid down in "Robert's Rules of Order". The Director shall act as DIVISION Parliamentarian.

**ARTICLE VII - COMMITTEES**

The President shall appoint and dissolve such committees as the majority of the DIVISION members may deem advisable and not otherwise provided for in the by-laws of the DIVISION. Such committees shall report back to the membership as needed.

**ARTICLE VIII - TERMINATION**

Section 1. Any municipality may withdraw from the DIVISION by notifying the fire chiefs of the other participating municipalities in writing, whereupon the withdrawing municipality will terminate participation ninety days from date of written notice.

Section 2. A municipality may be expelled from the DIVISION if said municipality does not meet the established requirements or is delinquent (on a continual basis) in providing the required mutual aid response to stricken communities. Furthermore, each municipality must provide sufficient resources to its own community so as not to abuse other member municipalities. The objective of mutual aid is to assist member departments not supplement them.

Section 3. Expulsion will occur only after all means necessary are taken to resolve any situation or dispute. Protocols and procedures for expulsion will be adopted by majority vote of the members of DIVISION.

**ARTICLE IX - AMENDMENTS**

These by-laws may be amended by a majority vote of the members of the DIVISION. All such amendments must be made in writing and presented at a regular meeting. It shall then be held over until the next subsequent regular meeting at which time it will be brought up for a vote.

**ARTICLE X - RATIFICATION**

This constitution and by-laws are hereby adopted and shall be in full force and affect this 22nd day of March, 2007.

Dated this 22nd day of March, 2007

**By:** \_\_\_\_\_  
President, Portage County Fire Chief's Association

**Attest:** \_\_\_\_\_  
Secretary, Portage County Fire Chief's Association