



# MABAS – Wisconsin

## Division 131

### Sauk County

#### BOX CARD APPROVAL

##### Requirements

New Box Cards are sent out to all of the departments on the cards for a minimum thirty-(30) day review/approval process. They shall be stamped draft, not signed and the effective date left blank. If there is no response from a department within the 30 day period, it will be understood that the draft cards are acceptable. After the 30- day review/approval process, cards shall be formalized by the addition of the authorized signature (actual or electronic) and effective date on each card. They shall then be sent out to each department in the Division and all departments listed on the cards at least seven (7) days prior to the effective date. It is the responsibility of each department to notify and copy their dispatch center.

##### Authorization

The \_\_\_\_\_ EMS Director/Fire Chief hereby authorizes  
\_\_\_\_\_ EMS Agency/Fire Department to be listed on  
\_\_\_\_\_ EMS Agency's/Fire Department's Box Cards.

Furthermore, if \_\_\_\_\_ EMS Agency/Fire Department is due to respond on an Alarm and cannot supply properly staffed apparatus because of an existing situation, i.e. another incident call, apparatus out of service, lack of personnel, the \_\_\_\_\_ EMS Agency/Fire Department shall notify the requesting Division Dispatcher immediately so another EMS Agency/fire department can be assigned to the alarm.

\_\_\_\_\_  
Signature – EMS Director/Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name