



## MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

### JOINT ADMINISTRATIVE COUNCIL

#### MEETING MINUTES

April 11, 2023 – 9:00 AM

Greater Round Lake Station 1  
409 W. Nippersink Road  
Round Lake, IL 60073

**\*\*Meeting was held in-person, but team leaders/coordinators were able to join via Zoom.\*\***

#### Call to Order

Deputy Chief Steve Spraker (Chairman) called the meeting to order at 9:00 am.

#### Roll Call

Council members present at the meeting were Chief Greg Formica, Chief Bob Kreher, Deputy Chief Steve Spraker, and Chief Jeff Steingart.

Others present include Division 4 Operations Chief Chas Buschick, Division 4 Sonar Team Coordinator Jason Daun, Chief Mark Kirschhoffer (Newport Township Fire Protection District), Administrative Coordinator Christina Loomis, Hazardous Materials Monitoring/Equipment Manager Matt Newton (Zoom), Division 5 Technical Rescue Team Leader Bobby Seyl (Zoom), Division 4 Technical Rescue Team Leader Mark Skala (Zoom), and Division 5 Operations Chief Chris Williams.

Introduction of Guests: None

Presentations: None

Public Comment: None

### Chairman's Report

- Replacement JAC Member (MABAS Division 5): Deputy Chief Spraker reported that MABAS Division 5 is still looking for a replacement JAC member. They have a meeting scheduled for April 12<sup>th</sup> and will seek a volunteer then.
- Replacement Swiftwater RDC: Deputy Chief Spraker reported that the RDC for the Swiftwater Team needed to be replaced because of damage it incurred while in storage. The new unit was purchased for \$2,900.

### Secretary/Treasurer's Report

Chief Greg Formica (Secretary/Treasurer) presented the minutes for the March 14, 2023, meeting for approval. A motion was made by Chief Kreher, seconded by Chief Steingart to approve the minutes. Motion carried.

Chief Greg Formica presented the Treasurer's Report for April 2023 for approval. A motion was made by Chief Kreher, seconded by Chief Steingart to approve the April Treasurer's Report. Motion carried. He also presented the bills for payment. A motion was made by Chief Kreher, seconded by Chief Steingart to pay the bills. Roll call vote: 4 AYES, 0 NAYS. Motion carried.

### Administrative Coordinator's Report

Administrative Coordinator Loomis presented her report. She reported that there was one new team member this month and gave an overview of the training for March 2023. She reported that the Sonar Team responded to an incident in Waukegan on March 23, 2023. She also gave an update on a few administrative items including (1) the open application period for five leadership positions, (2) the reconfiguration of the SRT garage space, and (3) the status of the new Swiftwater Trailer.

### Operations Chiefs' Reports

- MABAS Division 4: Operations Chief Buschick gave an update on the Division 4 teams. A copy of Chief Buschick's report was included in the meeting packet.
- MABAS Division 5: Operations Chief Williams gave an update on the Division 5 teams. A copy of Chief Williams' report was included in the meeting packet.

### Team Leaders/Coordinators

- 2023 Operating Budget & Year-to-Date Expenditures: Administrative Coordinator Loomis gave an update on the 2023 year-to-date expenditures for all special teams.

- Annual Review of Standard Operating Guidelines (SOGs): Administrative Coordinator Loomis reported that SRT has begun its annual review of all SRT SOGs, with approval tentatively scheduled for June.

#### Strategic Planning

- Status of One-Year Tasks & Assignments: Discussion occurred regarding the priority one-year tasks and assignments from SRT's Strategic Plan.

#### Old Business

- Wildland Task Force Vehicle: Operations Chief Buschick reported that he is working with the team leaders on a written proposal to present at the May JAC meeting.

#### New Business

- RAE Systems Calibration Docking System Purchase for HazMat 4 (Contingency Fund): A motion was made by Chief Kreher, seconded by Chief Steingart to approve the purchase of a RAE Systems calibration docking system for HazMat 4 from FarrWest Environmental Supply, Inc. in an amount to exceed \$6,581.79 to be taken from SRT's contingency fund. Roll call vote: 4 AYES, 0 NAYS. Motion carried.
- Resolution 2023-01: A Resolution Declaring Surplus Equipment and Property and Providing for its Proper Disposal: A motion was made by Chief Kreher, seconded by Chief Steingart to approve Resolution 2023-01. Motion carried.

#### Items for the Good of the Membership

- Greater Round Lake FPD/Sonar Team Boat: Chief Formica reported that the new boat is expected to be ready by the end of the month. Round Lake will be installing emergency lights and radios and hopes to have it in service by June 1<sup>st</sup>.
- Division 4 Mass Casualty Container: Chief Kirschhoffer reported that the Division 4 Mass Casualty Container needs updating, and some supplies need to be replaced. He asked that the issue be brought to the MABAS Division 4 membership and seek volunteers.
- Search & Rescue Operations: Chief Kirschhoffer discussed the need for provisions for wide area searches and the availability of instructors in our area. He further discussed the possibility of adding searches to the scope of the SRT Wildland Task Force. Further discussion will be at the MABAS Division 4 meeting.

Adjournment

A motion was made by Chief Kreher, seconded by Chief Steingart to adjourn the meeting at 10:00 AM.  
Motion carried.

Next Regular Meeting: May 2, 2023 at 9:00 am (Greater Round Lake Station 1, 409 W. Nippersink Road, Round Lake, IL 60073)