



## MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

### JOINT ADMINISTRATIVE COUNCIL

#### MEETING MINUTES

June 20, 2023 – 10:30 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 10:31 am.

#### Roll Call

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

Others present include Division 4 Operations Chief Chas Buschick, Division 4 Sonar Coordinator Jason Daun, Division 4 Dive Coordinator Jim Gramer (Zoom), Administrative Coordinator Christina Loomis, Division 5 Technical Rescue Team Leader Bobby Seyl (Zoom), Division 5 Assistant Mechanics Team Leader Mike Shannon, and Division 5 Operations Chief Chris Williams (Zoom).

Introduction of Guests: None

Presentations: None

Public Comment: None

#### Chairman's Report

- Replacement JAC Member (MABAS Division 5): Deputy Chief Spraker introduced Chief Paul Klicker (Spring Grove Fire Protection District) as the new JAC member from Division 5.
- Replacement Operations Chief (MABAS Division 5): Deputy Chief Spraker shared that Operations Chief Williams will be stepping down from his role as of the August 1, 2023 JAC meeting. He reached out to the MABAS Division 5 President to start the process of finding a replacement.

#### Secretary/Treasurer's Report

Chief Greg Formica (Secretary/Treasurer) presented the minutes for the May 2, 2023 meeting for approval. A motion was made by Chief Kreher, seconded by Chief Steingart to approve the minutes. Motion carried. He also presented the May 2023 and June 2023 Treasurer's Reports for approval. A motion was made by Chief Steingart, seconded by Chief Kreher to approve the May 2023 and June 2023 Treasurer's Reports. Motion carried.

Chief Greg Formica presented the bills for payment. A motion was made by Chief Steingart, seconded by Chief Kreher to pay the bills. Roll call vote: 5 AYES, 0 NAYS. Motion carried.

#### Administrative Coordinator's Report

Administrative Coordinator Loomis presented her report. She reported that there were seven new team members this month and gave an overview of the training for May 2023. She reported on two incidents since the last meeting. The Sonar Team was called on May 7, 2023 to Somers, WI but was cancelled enroute. The Hazardous Materials and Mechanics Team responded on Woodstock to May 29, 2023 for an ammonia leak. She also gave an update on a few administrative items including (1) interviews for three leadership positions on the Technical Rescue Team, (2) the scheduling of a roll-off truck model committee meeting in July, and (3) Division 4 Water Rescue & Recovery Team Leader Bill Lark's desire to step down from his position as of June 30, 2023.

#### 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.
- 2024 Budget Request Preparations: Administrative Coordinator Loomis reported that the team leaders have started preparing their 2024 budget requests. The budget review will take place at the August and September JAC meetings.

### 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 an upcoming JAC meeting.

### New Business

- Annual Review of Standard Operating Guidelines (SOGs): Discussion took place regarding the proposed updates to the Administrative and team SOGs. Several revisions were discussed. Final approval will take place at the August JAC meeting.
- Level A Hazardous Materials Suit Purchase (Contingency Fund): A motion was made by Chief Kreher, seconded by Chief Steingart to approve the purchase of 12 level A hazardous materials suits from Air One Equipment, Inc. in an amount not to exceed \$14,480 to be taken from SRT's contingency fund. Roll call vote: 5 AYES, 0 NAYS. Motion carried.

### Items for the Good of the Membership

- Division 4 Deployment Shelter Request (Highland Park): Chief Steingart reported that the Highland Park Fire Department has requested the use of the Division 4 deployment shelter for an event on July 4.

### Adjournment

A motion was made by Chief Kreher, seconded by Chief Klicker to adjourn the meeting at 11:46 AM. Motion carried.

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