



MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

JOINT ADMINISTRATIVE COUNCIL

MEETING MINUTES

September 5, 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 Deputy Chief Ron Echtenacher, Chief Greg Formica (Zoom), 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 Team Leader Jason Daun, Division 4 Wildland Task Force Leader Tom Flader, Division 4 Dive Team Leader Jim Gramer (Zoom), Division 5 Mechanics Team Leader Jason Kedrok (Zoom), Administrative Coordinator Christina Loomis, Division 5 Assistant Mechanics Team Leader Mike Shannon (Zoom), and Technical Rescue Team Assistant Training Coordinator Mike Vitale (Zoom).

Introduction of Guests: None

Presentations: None

Public Comment: None

Chairman's Report

- Replacement Operations Chief (MABAS Division 5): Deputy Chief Spraker shared that MABAS Division 5 is working on finding a replacement Operations Chief.
- Virtual Meeting Attendance: A motion was made by Chief Kreher, seconded by Chief Klicker to allow Chief Formica to participate in the meeting virtually via Zoom due to illness. Motion carried.

Secretary/Treasurer's Report

Chief Greg Formica (Secretary/Treasurer) presented the minutes for the August 1, 2023 meeting for approval. A motion was made by Chief Kreher, seconded by Chief Klicker to approve the minutes. Motion carried. He also presented the August 2023 Treasurer's Report for approval. A motion was made by Chief Steingart, seconded by Chief Kreher to approve the August 2023 Treasurer's Report. Motion carried.

Chief Formica presented the bills for payment. A motion was made by Chief Steingart, seconded by Chief Kreher to pay the bills. Roll call vote: 6 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 August 2023. She reported on two incidents since the last meeting. She also gave an update on a few administrative items including (1) the Division 4 Mechanics Team Leader, (2) the 2022 Annual Report, and (3) the 2023 updated SOGs and forms.

Operations Chiefs' Reports

- MABAS Division 4 & 5: Operations Chief Buschick gave an update on the Division 4 & 5 teams. A copy of Chief Buschick's 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.

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 Task Force Leaders on this project.
- Final Review & Approval of 2024 Operating Budget Funds: Discussion occurred regarding the 2024 operating budget requests. A motion was made by Chief Steingart, seconded by Chief Kreher to approve the 2024 operating budget as presented. Roll call vote: 6 AYES, 0 NAYS. Motion carried.
- Final Review & Approval of Updated Capital Improvement Plan (2024 – 2028): Discussion occurred regarding the updated Capital Improvement Plan (CIP). A motion was made by Chief Kreher, seconded by Chief Klicker to approve the updated 2024 – 2028 CIP as presented. Roll call vote: 6 AYES, 0 NAYS. Motion carried.
- Disposition of Old Sonar Boat & Trailer (Surplus Equipment): Discussion occurred regarding the disposition of the old sonar boat and trailer. The JAC directed Administrative Coordinator Loomis to offer the old boat and trailer to the SRT member departments for their purchase. Sealed bids will be opened at the October JAC meeting. If no bids are received, SRT will send the boat to auction.

New Business

- Approval of 2024 – 2026 Administrative Coordinator Contract: Discussion occurred regarding the draft 2024 – 2026 contract for Administrative Coordinator Loomis. A motion was made by Chief Steingart, seconded by Chief Kreher to approve the 2024 – 2026 contract for Administrative Coordinator Loomis as presented. Roll call vote: 6 AYES, 0 NAYS. Motion carried.

Closed Session: None

Items for the Good of the Membership: None

Adjournment

A motion was made by Chief Kreher, seconded by Chief Steingart to adjourn the meeting at 9:52 am.
Motion carried.

Next Regular Meeting: October 3, 2023 at 9:00 am (Greater Round Lake Station 1, 409 W. Nippersink Road, Round Lake, IL 60073)