



## MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

### JOINT ADMINISTRATIVE COUNCIL

#### MEETING MINUTES

January 2, 2024 – 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, 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 Dive Team Leader Jim Gramer (Zoom), Administrative Coordinator Christina Loomis, HazMat Monitoring/Equipment Manager Matt Newton (Zoom), and Division 5 Operations Chief Chris Way.

Introduction of Guests: None

Presentations: None

Public Comment: None

#### Chairman's Report

- Division 5 Replacement Operations Chief: Deputy Chief Chris Way: Deputy Chief Spraker shared that MABAS Division 5 appointed Deputy Chief Chris Way (Nunda Rural Fire Protection District).

### Secretary/Treasurer's Report

Chief Greg Formica (Secretary/Treasurer) presented the minutes for the December 5, 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 December 2023 Treasurer's Report for approval. A motion was made by Deputy Chief Echtenacher, seconded by Chief Kreher to approve the December 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 14 new Sonar Team members this month and gave an overview of the training for December 2023. Administrative Coordinator shared that the Dive and Sonar Teams responded to Vernon Hills (Countryside Fire Protection District) on December 11 & 12, 2023. She also gave an update on a few administrative items including (1) the Sonar Team open application period, (2) the FY2023 year-end accounting and final budget report preparation, and (3) the FY2023 Internal Audit Committee.

### 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 End of Year Training Forms: Administrative Coordinator Loomis reported that 2023 End of Year Training Forms are due by 5:00 pm on January 4, 2024.
- 2024 Training Schedules: Administrative Coordinator Loomis reminded the team leaders to send in their 2024 training schedules so the SRT training calendar can be updated.
- Team Leadership Meetings (Quarterly): Administrative Coordinator reported that each team will be having quarterly leadership meetings in 2024.

### 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: None

New Business

- Team Leader Appointment Recommendation – Division 4 HazMat Monitoring/Equipment Manager: Frank Cordova (Grayslake Fire Protection District): Administrative Coordinator Loomis recommended the appointment of Frank Cordova to the Division 4 HazMat Monitoring/Equipment Manager position. A motion was made by Chief Klicker, seconded by Chief Kreher to approve the appointment of Frank Cordova to the position of Monitoring/Equipment Manager. Motion Carried.
- Election of 2024 Officers: A motion was made by Chief Steingart, seconded by Chief Kreher to re-elect the current officers for another term. The following individuals will serve as officers for 2024: Chairman – Deputy Chief Steve Spraker, Vice-Chairman – Chief Jeff Steingart, Secretary/Treasurer – Chief Greg Formica. Roll call vote: 6 AYES, 0 NAYS. Motion carried.
- Approval of 2024 Assessment to MABAS Divisions: Deputy Chief Spraker presented the 2024 Assessment to MABAS Divisions for approval. A motion was made by Chief Steingart, seconded by Chief Kreher to approve the 2024 assessment as presented. Roll call vote: 6 AYES, 0 NAYS. Motion carried.

Items for the Good of the Membership: None

Adjournment

A motion was made by Chief Steingart, seconded by Chief Kreher to adjourn the meeting at 9:25 am. Motion carried.

Next Regular Meeting: February 6, 2024 at 9:00 am (Greater Round Lake Station 1, 409 W. Nippersink Road, Round Lake, IL 60073)